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SAN FRANCISCO PUBLIC LIBRARY

January 11, 1963

Proceedings of the postponed regular meeting of the San Francisco Public Library Commission held Monday, January 7, 1963, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Wu.

The Pledge of Allegiance to the Flag was led by Commissioner Ehrhardt.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Fleishhacker, Girdner, Heavey, Lepetich, Mohr, Vavuris and Wu. Absent: Commissioner Turner.

The Secretary stated that the minutes of the December meeting were in error: that Commissioner Vavuris had been in attendance at that meeting. It was moved by Commissioner Vavuris and seconded by Commissioner Heavey that the minutes of the December meeting be approved as corrected. There being no objection, it was so ordered.

ORGANIZATION AND OPERATIONS COMMITTEE

Chairman Girdner moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the adoption of the following resolution:

RESOLUTION #206

(See last page)

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Fleishhacker reported that the City Librarian had been advised by the office of the survey architect that engineering studies were under way to determine the feasability of adding another floor between the second and third floor levels of the Main Library building. The results of these studies will be forwarded to Mr. Ulveling, library consultant, and the Library Department.

In response to a question by Commissioner Girdner, Mr. Holman stated that he expected Mr. Ulveling and/or Mr. Mohrhardt to conduct the first on-location study of the Main Library approximately two months after receiving the feasability reports from Mr. Bolles.

PUBLIC RELATIONS COMMITTEE

The success of the current Arthur Conan Doyle exhibit in the Main Library was reported by Chairman Fanucchi. She added that materials for the exhibit had been drawn from the Library's own collections as well as from Hoover Library, Stanford, and the University of California and other sources.

Chairman Fanucchi determined that all members of the Commission had received invitations to the January 11th opening of the German book exhibit. President Wu will participate in the opening ceremonies.

It was moved by Chairman Fanucchi, seconded by Commissioner Mohr and unanimously adopted that an expression of appreciation be directed to the Friends of

the San Francisco Public Library for that organization's generous donation of $300.00, presented for the purpose of purchasing uniforms for the Library's full-time and regular part-time guard personnel.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Vavuris moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the Library Department's financial statement dated December 31, 1962 (see last page).

It was moved by Chairman Vavuris, seconded by Commissioner Girdner and unanimously adopted that the following resolution be approved:

RESOLUTION #207

RESOLVED That the Library Commission hereby approved a supplemental appropriation request in the amount of $19,584.00 to provide sufficient funds for the purchase of land for the Anna E. Waden Branch Library; and further that Commission Resolution #198, dated November 7, 1962, be hereby rescinded.

It was moved by Chairman Vavuris, seconded by Commissioner Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #208

RESOLVED That a Work Order in the amount of $1,000.00 be issued to the Real Estate Department to cover operating expenses in connection with the negotiations for the purchase of the sites selected for the Excelsior and Anna E. Waden branch libraries.

It was moved by Chairman Vavuris, seconded by Commissioner Girdner and unanimously adopted that the following resolution be approved:

RESOLUTION #209

RESOLVED That the Library Commission hereby accepts and desires to gratefully acknowledge a gift in the amount of $100.00 made by the Data Processing Management Association, San Francisco Chapter, the money to be used for the purchase of books and other materials on the subject of data processing.

It was moved by Chairman Vavuris, seconded by Commissioner Girdner and unanimously adopted that the following resolution be approved:

RESOLUTION #210

RESOLVED That the Library Commission hereby authorizes an increase in the cost to Library patrons of reserve postal cards, the new cost effective February 1, 1963 to be 10¢.

It was moved by Chairman Vavuris, seconded by Commissioner Mohr and unanimously adopted that the expenditures in the amount of $697.96 from the Fuhrman Bequest Fund during the month of December 1962, as submitted by the Librarian, be approved.

BOOKS AND ART COMMITTEE

Chairman Mohr reported progress for the Committee.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Bransten asked the Secretary to report on the recent progress in locating new premises for the Business Branch Library. The Commission was informed of the difficulty in securing a firm occupancy date. It was suggested that other locations be inspected immediately in the event the selected site will not be available at the end of the current lease term on 551 Market Street.

Preliminary designs for the Western Addition Branch Library will be reviewed at a meeting to be held on January 16, 1963 in the offices of the project architect, Chairman Bransten informed the Commission.

Chairman Bransten reported that he, Commissioner Mohr and President Wu had attended a meeting of the Chinese Historical Society, and that considerable interest had been expressed in having the Chinatown Branch Library enlarged to accomodate a larger collection of Chinese books as well as works of art and historical materials.

It was moved by Commissioner Vavuris, seconded by Commissioner Fanucchi and unanimously adopted that the following resolution be approved:

RESOLUTION # 211

RESOLVED That the Library Commission hereby approves the requests of the Real Estate Department, City and County of San Francisco, to present the necessary legislation to the Board of Supervisors for the purpose of purchasing the two parcels selected as the site for the permanent Excelsior Branch Library.

Chairman Bransten expressed the hope that the Building, Development and Maintenance Committee could meet prior to the February meeting of the Commission for the purpose of reviewing the matter of the selection of an architect for the Anna E. Waden Branch Library project.

CITY LIBRARIAN'S REPORT

Mr. Holman reported that the combined Art and Music Department had commenced operation in the first floor areas previously occupied by the Newspaper Department. He also informed the Commission that Robert Ragsdale had been appointed Chief Librarian, Main Library, and that he hopes to have the position of Coordinator, Children's Services, filled soon.

In response to a question by Commissioner Fleishhacker, Mr. Holman reported that he has been pleased with the service provided by the Hertzberg Washington Bindery, Tacoma, Washington. He added that not only has approximately $25,000.00 in binding costs been saved, but that delivery schedules have been excellent.

President Wu announced that Commissioners Heavey and Vavuris would be inducted for new terms of office in a ceremony to be held in Mayor Christopher's office at 9:40 A.M. Thursday, January 10, 1963.

ELECTION OF OFFICERS

President Wu declared that nominations were in order for the office of Commission President for the 1963 term.

Commissioner Mohr nominated Commissioner Bransten for the office of President. The nomination was seconded by Commissioners Lepetich and Heavey.

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Commissioner Fanucchi moved and Commissioner Heavey seconded that the nominations be closed. Commissioner Bransten was declared elected by unanimous vote.

President Wu declared that nominations were in order for the office of Commission First Vice-President for the 1963 term.

Commissioner Ehrhardt nominated Commissioner Fleishhacker for the office of First Vice-President. The nomination was seconded by Commissioner Mohr.

Commissioner Girdner moved, Commissioner Fanucchi seconded that the nominations be closed. Commissioner Fleishhacker was delared elected by unanimous vote.

President Wu declared that nominations were in order for the office of Commission Second Vice-President for the 1963 term.

Commissioner Bransten nominated Commissioner Girdner for the office of Second Vice-President. The nomination was seconded by Commissioner Lepetich.

Commissioner Heavey moved and Commissioner Mohr seconded that the nominations be closed. Commissioner Girdner was declared elected by unanimous vote.

President Wu thanked his fellow Commissioners, the City Librarian and the Secretary for their assistance to him during his term of office. He pointed out that he had been the first person of Chinese ancestry to be elected President of a Board or Commission in San Francisco, and was most grateful for the honor.

It was moved by Commissioner Mohr, seconded by Commissioner Lepetich and unanimously adopted that President Wu be commended for his leadership of the Commission and for the support for the Library he has encouraged throughout the community and in Chinatown particularly.

Commissioner Bransten assumed the chairmanship of the meeting and expressed gratitude for his election to the Presidency. He added that he hoped to carry out the duties of the office in the fine traditions of the presidents who had preceeded him.

It was moved by Commissioner Wu, seconded by Commissioner Girdner and unanimously adopted that Commissioner Mohr be authorized to attend the mid-winter meeting of the American Library Association to be held in Chicago, January 25-29, 1963.

Commissioner Mohr announced that Mrs. Carl Stern, Vice-President of the Friends of the Library, also expected to attend the mid-winter conference because of the meetings to be conducted preparatory to National Library Week. Mrs. Stern asked for the assistance of the Commissioners in serving as speakers for National Library Week programs and in providing other support to ensure the success of National Library Week in San Francisco.

COMMUNICATIONS

From The Honorable George Christopher, Mayor of San Francisco, re: requesting the Library Commission to contact the Chief Administrative Officer relative to Supervisor Joseph Tinney's suggestion that the State Supreme Court be accomodated in the Main Library building.

It was moved by Commissioner Vavuris, seconded by Commissioner Girdner and

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unanimously adopted that a clarification of Supervisor Tinney's suggestion be sought.

There being no further business to come before the Commission, Commissioner Fanucchi moved and Commissioner Wu seconded that the meeting be adjourned to 8:00 P.M. Monday, January 23, 1963, at which time a special meeting will be held for the purpose of approving the Library Department's 1963-64 operating budget.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission

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Resolution No. 206

January 7, 1963

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December, 1962 be approved:

0-1 Chauffeur

Marolo, Al

1422 Jr. Clerk-Typist

Anderson, Jeannie

2714 Janitor

Myrick, Edward
Shea, Neil

3630 Librarian

Wiggins, Janet

3602 Library Page; p.t.

Jones, Mary Lue
Larson, Konrad
Leo, Melvyn
Shelton, Robt.
Smith, Ashley

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1424 Clerk-Typist

Montgomery, Ronald

2714 Janitor

Myrick, Edward

3602 Library Page; full time

Montgomery, Samuel

3602 Library Page; p.t.

Cabezas, Raymond
Clecak, Richard
Spira, Daniel
Twyman, Joseph

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FINANCIAL COMMITTEE REPORT January 7, 1963

Revolving Fund $2,000.00

Receipts for December, 1962:

Fines	$7,456.08	
Books Paid	784.58	
Reserve Postals Sold	145.30	
Miscellaneous Income	469.25	$8,855.21

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	BUDGET 1962-63	EXPENDED DEC.	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,414,385.00	$107,553.46	$635,312.28	$ 779,072.72
Overtime Salaries	500.00		220.15	279.85
Temporary Salaries	5,500.00		2,700.07	2,799.93
Wages	211,217.00	19,698.68	98,517.34	112,699.66
Contractual Services	80,775.00	3,617.98	71,190.44	9,584.56
Binding	55,000.00		27,000.00	28,000.00
Material and Supplies	45,170.00	2,000.68	27,786.94	17,383.06
Books & Library Materials	335,000.00	31,089.67	249,126.89	85,873.11
Equipment	68,480.00	6,248.84	28,411.97	40,068.03
Membership Dues	1,088.00	58.50	217.74	870.26
Maint. & Repair of Auto	1,300.00	46.00	442.48	857.52
Reproduction Service	200.00	12.00	150.00	50.00
Telephone & Telegram	7,706.00		4,138.00	3,568.00
Scavenger Service	1,900.00	151.58	909.48	990.52
Window Cleaning Service	5,500.00		5,390.00	110.00
Pest Control Service	300.00	15.00	125.00	174.50
Gasoline & Lubricants	1,650.00	100.00	549.63	1,100.37
Drygoods & Wearing Apparel	570.00		15.63	554.37
Compensation Insurance	1,000.00	50.00	442.42	557.58
Retirement	82,205.00	6,850.00	41,100.00	41,105.00
Social Security Tax	31,000.00	2,083.00	12,498.00	18,502.00
Health Service	14,177.00	1,182.00	7,092.00	7,085.00
Rental of Branches	19,380.00	1,615.00	9,690.00	9,690.00
Fidelity Insurance	71.00			71.00
Automobile Insurance	617.00		480.89	136.11
Services of Other Depts.	16,363.00	1,364.00	8,184.00	8,179.00
Heat, Light & Power	35,530.00	3,132.37	12,295.05	16,234.95
Revolving Fund Increase	1,000.00		1,000.00	
TOTAL:	$2,437,584.00	$186,868.76	$1,251,986.90	$1,185,597.10

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$79,810.00
Replacement and Reconstruction		40,370.00
Capital Improvement		408,000.00
	TOTAL	$528,180.00

January 25, 1963

Proceedings of the special meeting of the Library Commission held Monday, January 21, 1963, in the City Librarian's Office, Main Library.

The meeting was called to order at 3:10 P.M. by President Bransten.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Fleishhacker, Heavey, Lepetich, Mohr, Turner, Vavuris and Wu. Absent: Commissioner Girdner.

President Bransten asked Commissioner Wu, Chairman of the Finance, Audit and Budget Committee, to report the Committee's recommendations concerning the Library Department's 1963-64 budget. Commissioner Wu outlined the general features of the budget and the philosophy which had guided the Committee in reaching its recommendations with respect to requested increases, particularly for personnel.

There was protracted discussion on the need for tightening the security and overdue procedures in oder to promote a substantial decrease in the loss of books and other Library materials.

It was moved by Commissioner Vavuris, seconded by Commissioner Turner and unanimously adopted that the possibility of requesting more stringent legislation to pursue long overdue books be investigated. President Bransten asked that the Books and Art Committee meet to consider the problem of additional action which might be inaugurated with respect to this matter.

The Secretary reviewed and explained the Contractual Services, Materials and Supplies, Equipment and Fixed Charges sections of the budget document.

Pursuant to the recommendation of the Finance, Audit and Budget Committee, Commissioner Wu moved, Commissioner Ehrhardt seconded and the Commission by unanimous action voted to delete the $11,500.00 requested for the purchase of a site for a branch library in the Diamond Heights Redevelopment Area.

It was moved by Commissioner Fleishhacker, seconded by Commissioner Vavuris and unanimously adopted that the following items, related to the proposal for a new circulation control system, be deleted from the budget:

1. $ 4,302.00 for one Key Punch Operator;
2. $8,604.00 for two Key Punch Operators (temporary);
3. $3,000.00 for rental of Computer time;
4. $2,160.00 for the rental of Key Punch Equipment;
5. $2,500.00 for the purchase of punched cards.

Commissioner Fanucchi moved, Commissioner Mohr seconded and the Commission by unanimous action approved the refurbishing projects for the Main and branch libraries, as previously submitted for the 1963-64 Capital Improvement Program, but deleted the $11,500.00 for the purchase of a branch library site in the Diamond Heights Redevelopment Area, as noted above.

It was moved by Commissioner Wu, seconded by Commissioner Turner and unanimously adopted that the Library Department's 1963-64 operating budget, as presented by the Finance, Audit and Budget Committee, be submitted with the exception of the

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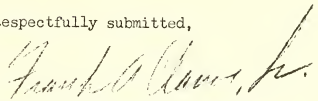
deletions detailed above.

The purpose for which the special meeting was called having been accomplished, the meeting was declared adjourned to 3:30 P.M. Tuesday, February 5, 1963.

Respectfully submitted,



Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission

February 20, 1963

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, February 5, 1963, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Bransten.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Fleishhacker, Girdner, Heavey, Lepetich, Mohr, Turner, Vavuris and Wu.

It was moved by Commissioner Mohr and seconded by Commissioner Vavuris that the minutes of the last regular meeting held January 7, 1963, and of the special meeting held January 21, 1963, be approved as submitted. There being no objection, it was so ordered.

BOOKS AND ART COMMITTEE

Mr. Robert Ragsdale, recently-appointed Chief Librarian, Main Library, was introduced to the Commission members. The matter of the policy and the rules for circulation of prints and art reproductions from the Art and Music Department, Main Library, was presented by Mr. Ragsdale.

Following discussion, it was moved by Commissioner Mohr, seconded by Commissioner Turner and unanimously adopted that the circulation of prints and art reproductions be instituted for a trial period of one year, and that the following rules be placed into effect with respect to this new service:

1. Prints and art reproductions will be circulated to registered adult patrons of the Library for a period of six (6) weeks.
2. No rental charge will be made for these items; however, a deposit of ten dollars ($10.00) will be required from each patron using this service. The deposit is refundable after one year.
3. One item only may be borrowed at any one time. An item on loan must be returned by the patron before another item is issued to him.
4. A fine of one dollar ($1.00) will be charged for each day that a print or art object is kept past its due date by the patron.
5. Each patron is responsible for damage done to any print or art object while it is charged to him.

Chairman Vavuris, noting the fact that the Commissioners' Room had been painted, suggested that new prints or paintings be selected for the walls. Commissioner Mohr reminded the Commission that she had contacted the San Francisco Museum of Art with regard to this matter and had been informed that works of art could be borrowed provided the Library Department would pay for the necessary insurance coverage.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Wu, seconded by Commissioner Vavuris and unanimously adopted that the Library Department's financial statement dated January 31, 1963 be approved. (See last page.)

Chairman Wu moved, Commissioner Vavuris seconded and the Commission by unani-

mous action approved the expenditures in the total amount of $1,434.35 which had been made from the Fuhrman Bequest Fund during the month of January 1963.

The Secretary reported that the Real Estate Department had negotiated an oil and gas lease on Fuhrman Bequest lands in Kern County which provides for a bonus payment of $400,000.00, half of which will be received by the Recreation and Park Department and half by the Library Department. Production royalties of 12½% will also be paid by the successful bidder, the Secretary added.

It was moved by Chairman Wu, seconded by Commissioner Lepetich and unanimously adopted that the following resolution be approved:

RESOLUTION #212

RESOLVED That the Library Commission hereby approves a supplemental budget request in the amount of $18,715.00 to provide sufficient additional funds for the purchase of land for the new Excelsior Branch Library.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr reported that the formal opening ceremony for the Art and Music Department would be held at 3:30 P.M. on Thursday, March 7, 1963. It was announced by President Bransten that Mr. Harold L. Zellerbach, President of the Art Commission, had accepted the invitation to chair the dedication.

The next program sponsored by the Friends of the San Francisco Public Library will be held at 8:15 P.M. Wednesday, February 20, 1963, Chairman Mohr announced. The speaker will be Louis Kronenberger, whose subject will be "Conformity's Cultured Sister".

Chairman Mohr thanked her fellow Commissioners for granting her the opportunity to attend the American Library Association mid-winter meeting in Chicago. She read her report of the meetings and asked that it be included as an addendum to the minutes. President Bransten so ordered.

Mrs. Carl Stern, Vice-President of the Friends of the Library, was asked by President Bransten to comment on her attendance at the mid-winter meeting. Mrs. Stern emphasized her very favorable impressions of the distinguished group of people she had met and their interest in furthering the National Library Week program, which will be chaired locally by Mr. J. D. Zellerbach.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Fanucchi asked the Secretary to present the preliminary design concepts for the Western Addition Branch Library, as prepared by Appleton and Wolfard, architects. Commissioners made suggestions with respect to the size of the building, ease of control from the charging desk area and the possible problems of external and internal sources of noise or other distractions to patrons. The Secretary assured the Commissioners that their comments would be forwarded to the project architects for consideration.

The City Librarian and Secretary presented information regarding possible new locations for the Business Branch Library. The problems involved in securing a convenient site of sufficient size at a favorable rental were reviewed for the Commission.

Chairman Fanucchi stated that she expected to call a meeting of the Building,

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Development and Maintenance Committee prior to the next Commission meeting for the purpose of considering recommendations for the appointment of a project architect for the Anna E. Waden Branch Library.

MAIN LIBRARY REHABILITATION COMMITTEE

It was reported by Chairman Fleishhacker that the Purchase Order had been issued for the new carpeting for the Commissioners' Room. He also stated that the City Librarian had not received any additional report of progress since the January Commission meeting regarding the engineering feasability studies being conducted in connection with the overall survey of the Main Library building.

ORGANIZATION AND OPERATIONS COMMITTEE

Chairman Heavey moved, Commissioner Mohr seconded and the Commission by unanimous action approved the adoption of the following resolution:

RESOLUTION #213

(See last page)

CITY LIBRARIAN'S REPORT

Mr. Holman reported the appointment of Miss Effie Lee Morris as Coordinator of Childrens Services. Miss Morris' duties will include responsibility for guiding book selection and in-service training of librarians involved with childrens work.

Because of the continuing concern about the Library's loss of books and other materials Mr. Holman and Mr. Ragsdale presented some preliminary thoughts on how circulation control might be tightened. Since these were only very tentative recommendations, it was moved by Commissioner Truner, seconded by Commissioner Mohr and unanimously adopted that additional research be undertaken on the feasability of any changes and that at such time as the recommendations are in more complete form they be referred to the appropriate committee of the Commission for study and recommendation to the Commission.

COMMUNICATIONS

From Philip L. Rezos, Director of Property, re: estimates of square footage requirements for the appropriate housing of the State Supreme Court, from current date to the year 2000. FILE.

From Mr. Jack Foisie, San Francisco Chronicle, re: his appreciation for the excellent service provided by the Library staff, particularly Rose Milber. ACKNOWLEDGE AND FILE.

There being no further business to come before the Commission, it was moved by Commissioner Vavuris and seconded by Commissioner Fanucchi that the meeting be declared adjourned to 3:30 P.M. Tuesday, March 5, 1963.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

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FINANCIAL COMMITTEE REPORT January 31, 1963

Revolving Fund $2,000.00

Receipts for January 1963:

Fines	$8,192.21	
Books Paid	784.50	
Reserve Postals Sold	242.30	
Miscellaneous Income	480.10	$9,699.11

	BUDGET 1962-63	EXPENDED JANUARY	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,414,385.00	$107,971.74	$767,802.15	$646,582.85
Overtime Salaries	500.00		220.15	279.85
Temporary Salaries	5,500.00		2,700.07	2,799.93
Wages	211,217.00	19,058.70	117,714.49	93,502.51
Contractual Services	80,775.00	1,820.40	72,855.51	7,919.49
Binding	55,000.00	20,000.00	47,000.00	8,000.00
Material and Supplies	45,170.00	2,671.39	32,375.20	12,794.80
Books & Library Material	335,000.00	23,556.45	272,683.34	62,316.66
Equipment	68,480.00	2,691.14	37,257.76	31,222.24
Membership Dues	1,088.00	69.00	286.74	801.26
Maint. & Repair of Auto	1,300.00	50.00	492.48	807.52
Reproduction	300.00	49.01	199.01	100.99
Telephone & Telegraph	8,048.00	3,600.00	7,876.57	171.43
Scavenger Service	1,900.00	151.58	1,061.06	838.94
Window Cleaning Service	5,400.00		5,308.00	92.00
Pest Control Service	300.00	12.00	167.50	132.50
Gasoline and Lubricants	1,650.00	122.26	698.71	951.29
Drygoods	570.00		99.35	470.65
Compensation Insurance	1,000.00	50.00	492.42	507.58
Retirement	82,205.00	6,850.00	47,950.00	34,255.00
Social Security Tax	31,000.00	2,083.00	14,581.00	16,419.00
Health Service	14,177.00	1,182.00	8,274.00	5,903.00
Rental of Branches	19,380.00	1,615.00	11,305.00	8,075.00
Fidelity Insurance	71.00			71.00
Automobile Insurance	617.00		480.89	136.11
Services of Other Dept.	16,783.00	1,364.00	9,548.00	7,235.00
Heat, Light and Power	35,530.00	3,484.60	23,131.88	12,398.12
Revolving Fund Increase	1,000.00		1,000.00	
TOTAL	$2,438,346.00	$198,452.27	1,483,561.28	$954,784.72

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$ 79,810.00
Replacement and Reconstruction		40,370.00
Capital Improvement		408,000.00
	TOTAL	$528,180.00

Resolution No. 213

February 5, 1963

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January, 1963 be approved:

1424 Clerk-Typist

Buscher, Fred

7426 Elevator Operator

Jones, Charles

3630 Librarian

Herschberg, Jacqueline

3602 Library Page; full time

Clear, Michael

3602 Library Page; part time

Andrews, Gary
Bissell, Roy
Chan, Roger
Fry, Cathleen
Kelly, John P.
Krogh, Robert

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

0-1 Chauffeur

Al Murolo

3602 Library Page; part time

Frey, Dennis
Fry, Cathleen
Labagh, Theresa
Larson, Konrad
Pajalich, Mary
Sheldon, Richard
Wallin, Joanne

2/5/63 to

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Report of Commissioner Mohr on ALTA Midwinter Meeting
Chicago, January 24th through 29th, 1963

First, I want to thank the Commission for the honor and privilege of representing them at the ALTA Midwinter meeting in Chicago. As was explained previously, this is the working and planning session of ALTA and ALA. Only the ALA Council held two open meetings. The balance of the time was spent in committee sessions.

As a member of the National Assembly of Delegates Committee, I attended the all day session on Saturday. Group discussion was lively and revealed that in order to build a stronger Assembly, more work as to be done at the State level. The final plans call for a morning meeting at the Annual Conference where the problems of implementing, strengthening and financing state library associations will be thoroughly explored. Should the delegates of individual libraries discuss their problems and if so, how much time should be given to this; should state trustee organizations meet separately, or with state library associations; were some of the topics discussed. Annual meeting hopes to come up with answers to some of these questions. Many other trustee problems entered into the discussion and as usual brought about a variety of suggestions. It is becoming more apparent that delegates must divide into region or size (population) of libraries to have the reports more meaningful. Twenty trustees attended this committee with Mr. Wm. Oliver of Pittsburgh and Mr. Paxton Price of Missouri as joint chairmen.

I attended National Library Week Committee and learned that the project for this year on the National Level is similar to that of last year; recruitment and raising the goals of librarianship. The plans are to inform colleges, educational organizations and others working in the field of libraries to encourage young people to enter this professional field and for those already in, to further their own education. The plans of the San Francisco Library for National Library Week will be explained to you at a later date. Library Trusees can be of great service to this project of recruitment. I hardly need to point out that the image of the library as a vital force in the community is a reflection of the professional staff. Mrs. Raymond C. Young and Mr. James L. Love were co-chairmen of this committee.

All committee meetings were open to the fifty or more Trustees in attendance. So, where conflict did not occur, I attended others. These were the Exhibits, Workshop and Action and Development.

Mrs. Stern and I had a long talk with Emerson Greenaway. The topic of course was San Francisco Library and how much of his report has been developed. The comparison of Friend's Organizations brought out exciting ideas that will be reported to you later. It was also our privilege to meet with Mr. Quincey Mumford, Librarian of Congress and other persons who represent the top eschelons in the field of libraries in the United States.

A quick visit to the Central Chicago Library reminded me that we are not alone in struggling with a monumental building. This is one of the finest public buildings in Chicago and one of the largest public libraries in the country. They have been combining departments for some years with resulting success.

As happens at all ALA meetings, I find that many librarians were interested in our San Francisco development. We have been watched for many years, and the reports now are complimentary and encouraging. Our place in the library firmament is now established, and it is up to this Commission and succeeding ones to see that our star shines as brightly as its counterparts.

Respectfully submitted,

/S/ LUCILE V. MOHR,
Commissioner

LVM:asv
2/15/63

SAN FRANCISCO PUBLIC LIBRARY

LIBRARY COMMISSION

1963

PRESIDENT	JOHN M. BRANSTEN
First Vice-President	Mortimer Fleishhacker, Jr.
Second Vice-President	Margaret V. Girdner

STANDING COMMITTEES

FINANCE, AUDIT AND BUDGET
Wu, Chairman
Fleishhacker, Vice-Chairman
Cox
Ehrhardt
Girdner

BOOKS AND ART
Cox, Chairman
Turner, Vice-Chairman
Ehrhardt
Lepetich
Mohr

PUBLIC RELATIONS
Mohr, Chairman
Cox, Vice-Chairman
Heavey
Girdner
Lepetich

BUILDING, DEVELOPMENT AND MAINTENANCE
Fanucchi, Chairman
Heavey, Vice-Chairman
Fleishhacker
Mohr
Turner

ORGANIZATION AND OPERATIONS
Heavey, Chairman
Lepetich, Vice-Chairman
Fanucchi
Turner
Wu

MAIN LIBRARY REHABILITATION
Fleishhacker, Chairman
Ehrhardt, Vice-Chairman
Fanucchi
Girdner
Wu

(2-25-63)

March 19, 1963

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, March 5, 1963, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Bransten.

The Pledge of Allegiance to the Flag was led by Commissioner Fanucchi.

On roll call the following were noted present: Commissioners Bransten, Cox, Ehrhardt, Fanucchi, Fleishhacker, Girdner, Heavey, Lepetich, Mohr, Turner and Wu.

President Bransten welcomed Commissioner Cox to his first Commission meeting.

It was moved by Commissioner Fanucchi and seconded by Commissioner Lepetich that the minutes of the February meeting be approved as submitted. There being no objection, it was so ordered.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Wu moved, Commissioner Lepetich seconded and the Commission by unanimous action approved the Library Department's monthly financial statement dated February 28, 1963. (See last page.)

Chairman Wu moved, Commissioner Girdner seconded and the Commission by unanimous action approved the expenditures in the total amount of $73.76 which had been made from the Fuhrman Bequest Fund during the month of February 1963.

The following resolution was presented by Chairman Wu:

RESOLUTION #214

RESOLVED That the San Francisco Public Library Commission hereby authorizes John J. Goodwin, Treasurer, City and County of San Francisco, on behalf of the San Francisco Public Library, Alfred Fuhrman Bequest Fund, to exchange such securities due August 15, 1963, which the Treasury of the United States has designated for advance refunding, for 4% coupon or bearer bonds maturing in the year 1980.

Following discussion, it was moved by Commissioner Fleishhacker, seconded by Commissioner Cox and unanimously adopted that the above resolution be tabled, that the Library retain the securities designated for advance refunding and that the Treasurer of the City and County be advised of the Commission's decision in this regard.

It was moved by Commissioner Ehrhardt, seconded by Commissioner Heavey and unanimously adopted that the Finance, Audit and Budget Committee undertake a study of all of the non-land investments held for the Fuhrman Bequest, and that recommendations for future securities purchases be prepared for the Commission's consideration.

Commissioner Mohr asked if, under the conditions of the bequest, recordings as well as books, on economic and political subjects could be purchased with Fuhrman funds. The Secretary was instructed to secure an opinion on this point from the City Attorney.

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It was moved by Chairman Wu, seconded by Commissioner Fanucchi and unanimously adopted that the following resolution be approved:

RESOLUTION #215

RESOLVED That the Library Commission hereby approves a supplemental appropriation request in the amount of $6,277.00 to provide sufficient funds for Telephone and Telegraph, Health Service and Heat, Light and Power for the balance of the 1962-63 fiscal year. (Telephone and Telegraph $60.00; Health Service $227.00; and Heat, Light and Power $5,990.00.)

It was moved by Chairman Wu, seconded by Commissioner Heavey and unanimously adopted that the following resolution be approved:

RESOLUTION #216

RESOLVED That the Library Commission hereby authorizes a deposit charge of $10.00 for art work loans to be evidenced by an Art Deposit Card issued for a period of three years; the $10.00 deposit to be refundable within three months after expiration of the three year period; only one art work may be taken out at a time for a period not to exceed six weeks; a fine of $1.00 to be assessed for each day the item is overdue.

PUBLIC RELATIONS COMMITTEE

Miss Effie Lee Morris, recently-appointed Coordinator of Childrens Activities, was introduced to the Commission by Chairman Mohr.

Plans for the dedication of the Art and Music Department were reported, and Chairman Mohr informed the Commission that the Department of Special Collections will be dedicated later in the year. She suggested that Mr. Nat Schmulowitz be invited to attend the April Commission meeting and that he be named to serve as chairman of the Special Collections opening ceremonies.

Chairman Mohr requested Mrs. Carl Stern to report on the activities of the Friends of the Library. An extensive program has been planned for National Library Week, Mrs. Stern stated, with Mr. J. D. Zellerbach to serve as general chairman.

The monthly public relations activities report from Mr. John Pearson was summarized for the Commission by Chairman Mohr. She reported that February had marked the forty-sixth anniversary of the completion of the Main Library building, and that June 8, 1963 would be observed as the eighty-fifth anniversary of the founding of the Public Library in San Francisco.

ORGANIZATION AND OPERATIONS COMMITTEE

Chairman Heavey moved, Commissioner Fleishhacker seconded and the Commission by unanimous action approved the adoption of the following resolution:

RESOLUTION #217

(See last page)

BOOKS AND ART COMMITTEE

Chairman Cox informed the Commission it was his understanding that the insurance carried by the San Francisco Museum of Art covered works of art on author-

ized display outside of the Museum building. He suggested he and Commissioner Mohr meet with Mr. George Culler, Director of the Museum, for the purpose of investigating the possibility of exchanging the paintings formerly installed in the Commissioners' Room for other, newer works.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Fanucchi reported that the Committee had met prior to the Commission meeting for the purpose of reviewing the selection of a project architect for the Anna E. Waden Branch Library to be constructed in the Bayview District.

Following discussion, it was moved by Commissioner Ehrhardt, seconded by Chairman Fanucchi and unanimously adopted that the matter of the selection of a project architect for the Anna E. Waden Branch Library be referred back to the Building, Development and Maintenance Committee for prompt study, that the Director of Public Works be asked to furnish additional names of architects considered qualified for this design assignment, that the Committee then make a selection from among the qualified architects and that this selection be presented as a Committee recommendation to the entire Commission.

The Secretary reported progress by the Real Estate Department in negotiating a lease for a new ground floor location for the Business Branch Library.

The inspection of newer branch libraries in Contra Costa County was reported by the Secretary. A list of the interesting and useful features found in the libraries of that County will be forwarded to Appleton and Wolfard, along with the Commission's comments on the preliminary design ideas for the Western Addition Branch Library.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Fleishhacker reported that President Bransten, the City Librarian and the Secretary had met with Mr. John S. Bolles for the purpose of reviewing the preliminary findings concerning the future usefulness of the Main Library building. A letter from Mr. Bolles presenting the three principle approaches to the design problem of the present structure was read by Chairman Fleishhacker, who added he expected that Mr. Bolles would forward preliminary cost estimates tied to each of the design approaches prior to the April Commission meeting.

CITY LIBRARIAN'S REPORT

In the absence of Mr. Holman on official business, a mimeographed report of the Library Department's general activities during the month of February was distributed by the Secretary. He encouraged the Commissioners to call him or the City Librarian if there were questions regarding the contents of the report.

COMMUNICATIONS

From Mr. Dean Lipton, re: question of his liability and method of restitution for books taken out on a special library card for which he was the guarantor; also questioning his right to renew his own library card.

Since Mr. Lipton was in attendance at the meeting, he was given the opportunity to amplify the contents of his letter to the Commission. Following his remarks, Commissioner Fanucchi moved, Commissioner Turner seconded and the Commission by unanimous action voted to renew Mr. Lipton's personal library card, but referred the question of his continued financial obligation under the guarantor card pro-

visions to the Organization and Operations Committee for study and recommendation.

The Organization and Operations Committee was also asked to study the statement of obligation on guarantor library cards.

From Marie Carlberg, re: request that consideration be given to opening the Potrero Branch Library on Saturdays. Acknowledge, informing Miss Carlberg of the reasons for the adoption of the current branch library operating schedules.

From Philip L. Rezos, Director of Property, re: request for a work order in the amount of $250.00 to defray the cost of preparing a listing of Fuhrman Bequest lands in Kern, Fresno and Monterey Counties available for lease, and to solicit proposals from oil producers.

It was moved by Commissioner Lepetich, seconded by Commissioner Turner and unanimously adopted that the request for work order be tabled pending receipt of additional information on the land holdings from the Director of Property and study of this information by the Finance, Audit and Budget Committee of the Commission.

There being no further business to come before the Commission, it was moved by Commissioner Turner and seconded by Commissioner Fleishhacker that the meeting be declared adjourned to 3:30 P.M. Tuesday, April 2, 1963.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission

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February 28, 1963

FINANCIAL COMMITTEE REPORT

Revolving Fund $2,000.00

Receipts for February, 1963:

Fines	$6,641.81
Books Paid	1,168.79
Reserve Postals Sold	279.20
Miscellaneous Income	471.00
	$8,560.80

****

	BUDGET 1962-63	EXPENDED FEBRUARY	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,397,321.00	$109,961.56	$877,922.71	$ 519,398.29
Overtime Salaries	500.00		243.55	256.45
Temporary Salaries	5,500.00	56.40	2,756.47	2,743.53
Wages	228,281.00	15,065.07	132,710.86	95,570.14
Contractual Services	80,775.00	3,183.53	75,895.24	4,879.76
Binding	55,000.00	111.23	47,111.23	7,888.77
Material & Supplies	45,170.00	5,311.19	37,686.39	7,483.61
Books & Library Materials	335,000.00	28,885.06	301,568.40	33,431.60
Equipment	68,480.00	1,488.76	38,746.80	29,733.20
Membership Dues	1,088.00	416.50	703.24	384.76
Maint. & Repair of Auto	1,300.00	160.00	720.43	579.57
Reproduction Service	300.00	36.17	235.70	64.30
Telephone & Telegram	8,048.00	35.00	7,982.41	65.59
Scavenger Service	1,900.00	151.58	1,061.06	838.94
Window Cleaning Service	5,400.00		5,308.00	92.00
Pest Control Service	300.00	15.00	182.50	117.50
Gasoline & Lubricants	1,650.00	125.00	872.10	777.90
Drygoods & Wearing Apparel	250.00		135.70	114.30
Compensation Insurance	1,000.00	50.00	542.42	457.58
Retirement	82,205.00	6,850.00	54,800.00	27,405.00
Social Security Tax	31,000.00	2,083.00	16,664.00	14,336.00
Health Service	14,177.00	1,182.00	9,456.00	4,721.00
Rental of Branches	19,380.00	1,615.00	12,920.00	6,460.00
Fidelity Insurance	71.00			71.00
Automobile Insurance	617.00		480.89	136.11
Services of Other Depts.	16,783.00	1,364.00	10,912.00	5,871.00
Heat, Light & Power	35,530.00	3,688.67	26,965.78	8,564.22
Revolving Fund Increase	1,000.00		1,000.00	
TOTAL	$2,438,026.00	$181,834.72	$1,665,583.88	$ 772,442.12

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$79,810.00
Replacement and Reconstruction		40,370.00
Capital Improvement		408,000.00
	TOTAL	$528,180.00

Resolution No. 217

March 5, 1963

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February, 1963 be approved:

O-1 Chauffeur

Murolo, Al

2714 Janitor

Bagatti, Frederick

1422 Junior Clerk-Typist

King, Carrie
Johnston, Judith
Rauls, Michael
Sellman, Ronald

3602 Library Page; full time

Brack, Arnold
Buckley, David
Horde, Jerry
Rice, John W.
Tregenza, Wm.

3630 Librarian

Leon, Frances
Neiman, Gloria

3602 Library Page; part time

Bernardini, Ronald	Doss, Robert	Tietjen, Robert
Buvelot, Gene	Hendrix, David	Trujillo, William
Colbert, George P.	Lee, Michael	Vinnett, Renee
Pisani, Paula	Lee, William	Williams, Billy

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

2714 Janitor

Williams, Earl

7426 Elevator Operator

Jones, Charles

3602 Library Page; full time

Clear, Michael
Stephenson, Robert
Thomas, Charles

3602 Library Page; part time

Foster, Doris
Graham, Michael
Lyons, John
Wong, Alvin

April 15, 1963

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, April 2, 1963, in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 P.M. by President Bransten.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Bransten, Cox, Ehrhardt, Fanucchi, Fleishhacker, Girdner, Heavey, Mohr, Turner and Wu. Absent: Commissioner Lepetich.

It was moved by Commissioner Fanucchi and seconded by Commissioner Turner that the minutes of the March meeting be approved as submitted. There being no objection, it was so ordered.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Wu reported that the Committee recommended that Resolution #214 remain tabled until the Commission has received additional information relative to its responsibilities for the management of the Fuhrman and Waden bequest funds and to the restrictions regarding types of investments which may be made under Charter and other appropriate provisions.

It was moved by Chairman Wu, seconded by Commissioner Turner and unanimously adopted that the following resolution be approved:

RESOLUTION #218

RESOLVED That the Library Commission hereby authorizes the preparation of an inter-departmental work order in the amount of $250.00 to reimburse the Real Estate Department of the City and County for its efforts in connection with the preparation of a listing of the Fuhrman Bequest properties and for the soliciting of leasing bids from oil and gas production firms.

Chairman Wu moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the Library Department's monthly financial statement dated March 31, 1963. (See last page.)

It was moved by Chairman Wu, seconded by Commissioner Turner and unanimously adopted that the following resolution be approved:

RESOLUTION #219

RESOLVED That the Library Commission hereby authorizes the preparation of a supplemental budget request in the amount of $18,769.00 for the 1963-64 budget. (Permanent salaries $3,978.00; extended work week $196.00; wages $1,511.00; temporary wages $13,094.00)

It was moved by Chairman Wu, seconded by Commissioner Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #220

RESOLVED That the Library Commission hereby authorizes the following changes

in position classifications in the 1963-64 budget: nineteen B511 Typist I to nineteen 1422 Junior Clerk Typist; one B512 General Clerk-Typist to one 1424 Clerk Typist; the above changes are authorized in accordance with Civil Service Commission General Classification Survey requirements.

It was moved by Chairman Wu, seconded by Commissioner Fleishhacker and unanimously adopted that the following resolution be approved:

RESOLUTION #221

RESOLVED That the Library Commission hereby authorizes the re-appropriation of $655.00, contained in the Equipment appropriation, 1962-63 budget, to permit the purchase of a Photostat reader-printer. (Funds appropriated for purchase of circulation desk will not be expended for this item.)

Mr. Nat Schmulowitz was introduced. He spoke briefly on the Wit and Humor Collection and how he had the feeling of being a 'runner who runs toward the tape and then finds it impossible to stop'. With the growth of the Collection, it will have to be decided if any of the materials should be allowed to circulate to the public, in view of the potential loss of certain items which have increased significantly in value.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr reported the formal opening of the Art and Music Department as the most significant event of the last month. She added that the success of the dedication was due to the fine work of the Department's staff and the welcome assistance of the Friends of the Library.

The next major event on the Library's calendar will be the observance of National Library Week, April 21-27, 1963, Chairman Mohr announced. She asked Mrs. Carl Stern, President of the Friends of the Library, to report on the activities already scheduled for the Week.

Mrs. Stern outlined the various programs, displays and general preparations being made for Library Week. She was complimented by Chairman Mohr for the outstanding job the Friends of the Library are doing.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Heavey, seconded by Commissioner Turner and unanimously adopted that the following resolution be approved:

RESOLUTION #222

(See last page)

BOOKS AND ART COMMITTEE

Chairman Cox reported on his efforts to secure new works of art from the San Francisco Museum of Art for display in the Commissioners' Room. He suggested that Mr. Humphrey of the Museum meet with Mr. Clarvoe, following the former's return from New York, for the purpose of making tentative selections which would be appropriate for the room. The Library should be prepared to pay the small amount necessary for insurance coverage on any works borrowed from the Museum, Chairman Cox added.

In reply to a question, Mr. Holman stated that he knew the carpet for the Commission Room was on order, but was unable to say just how soon it would be installed. It was suggested that the old rug either be removed or trimmed and retacked to prevent any personal injury which might be caused by tripping over the worn edges.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Fanucchi reported the difficulties encountered by the Real Estate Department with respect to concluding the purchase of the two parcels of land for the permanent Excelsior Branch Library. The present tenant is reported to have an agreement giving him first opportunity to buy the property.

It was moved by Chairman Fanucchi, seconded by Commissioner Turner and unanimously adopted that the Director of Property be requested to file a suit, if necessary, to determine what rights the tenant has in this matter, and if the owner is required to follow through with his sale to the City on the basis of specific performance.

The Real Estate Department is still conducting negotiations with the owner of the property selected for the permanent branch library in the Bay View District, Chairman Fanucchi reported. She added that the two parties are quite far apart as to the price to be paid for the property.

The obstacles to finding and leasing an appropriate location for the Business Branch Library were extensively reported by Chairman Fanucchi. Although several sites have appeared promising, the Charter-imposed one year lease provision has caused property owners to be concerned about the Library's continued tenancy. Because we must definitely vacate our present quarters by April 30, 1963, it will be necessary to temporarily establish the Business Branch Library services in other locations, Chairman Fanucchi added.

It was moved by Chairman Fanucchi, seconded by Commissioner Heavey and unanimously adopted that at the termination of the lease on our present Business Branch quarters, the business services be moved to the Reference Department in the Main Library, the balance of the collection be stored temporarily, and the current newspapers be located at the Mission Branch or the Chinatown Branch to provide interim service.

Chairman Fanucchi reported that the names of seven architects had been approved by the Director of Public Works for consideration by the Commission for the Anna E. Waden Branch Library project. The Committee will consider the qualifications of the approved architects after the Real Estate Department has consummated the purchase of the land for the branch.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Fleishhacker reported that the findings resulting from the studies of the present Main Library building conducted by Mr. Bolles' staff have been forwarded to Messrs. Ulveling and Mohrhardt. Mr. Ulveling will be in San Francisco April 25, 26, 1963 to conduct the first on-site inspection of the building. He will meet with Mr. Bolles and the Main Library Rehabilitation Committee while he is here.

Mr. Bolles has proposed three possible choices with respect to the need for a more functional Main Library: (next page)

1. An entirely new structure;
2. Complete stripping of the existing interiors and re-construction of all portions except the outside walls;
3. Creation of additional useful floor area within the existing building.

It was reported by Chairman Fleishhacker that Mr. Bolles, in his work with Mr. Ulveling, has suggested that the three choices be considered in this order of priority: 2, 3 and then 1.

CITY LIBRARIAN'S REPORT

Mr. Holman submitted copies of a report on out-of-print books to all Commissioners.

The American Library Association's Technology Project has prepared recommendations regarding the merits of technical processing procedures and equipment, Mr. Holman reported. The suggested combination of Ektalith and Multilith equipment proposed by the Technology Project is the one which we decided upon last year for catalog card reproduction.

Commissioner Cox expressed his concern about the temporary closing of the Business Branch Library. He suggested investigating the possibility of securing space in one of the office buildings to be constructed in the near future.

There was discussion of the problem of overdue and lost books. Mr. Holman indicated the difficulties involved in taking physical inventories of the collection and in changing circulation, registration and overdue procedures.

Mr. Holman reported that announcements for the position of Assistant City Librarian had been sent to library schools and professional library publications and that interviews for the position will be conducted during the American Library Association annual conference in Chicago in July.

COMMUNICATIONS

From Mrs. Kenneth Brewer, Miss Patricia Tucker, Mrs. M. M. Johnson, Miss Anna Donatello, Mrs. Lillian Kiroff and Kenneth Vernon, re: expressing concern about the closing of the Business Branch Library. Acknowledge, advising that the branch will be reopened as soon as a suitable location is found.

From Dean Lipton, re: expressing his appreciation to the Commission for its favorable decision in granting him a new library card, despite his obligation resulting from signing as guarantor for another party who failed to return a number of Library books. File.

From Mrs. Joseph Schneider, Recording Secretary, Glen Park Property Owners Association, Inc., and from Mrs. John Simpson, President, Glen Park School Parent Teacher Association, re: suggestion that another location be found for the Glen Park Branch Library well in advance of the widening of Bosworth Street which will necessitate vacating present quarters. Acknowledge, advising that the Library Department is actively attempting to locate appropriate space in another building in the district.

From Philip L. Rezos, Director of Property, re: request for approval of the extension of lease on the premises occupied by the Portola Branch Library.

It was moved by Commissioner Fanucchi, seconded by Commissioner Mohr and

unanimously adopted that the lease for the Portola Branch Library be extended for one year at a monthly rental of $75.00.

There being no further business to come before the meeting, Commissioner Fanucchi moved and Commissioner Turner seconded that the meeting be declared adjourned to 3:30 P.M. Tuesday, May 7, 1963. There being no objection, it was so ordered.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

FINANCIAL COMMITTEE REPORT

Revolving Fund $2,000.00

Receipts for March, 1963:

Fines	$7,538.16
Books Paid	1,227.48
Reserve Postals Sold	287.20
Miscellaneous Income	400.00
	$9,452.84

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	BUDGET 1962-63	EXPENDED MARCH	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,397,321.00	$107,457.40	$961,029.22	$ 436,291.78
Overtime Salaries	620.00		348.19	235.81
Temporary Salaries	5,500.00	483.52	3,239.99	2,260.01
Wages	228,281.00	17,956.68	169,572.03	58,708.97
Contractual Services	80,775.00	1,807.99	77,304.62	3,470.38
Binding	55,000.00		47,111.03	7,888.97
Material & Supplies	45,170.00	6,917.89	39,641.86	5,528.14
Books & Library Materials	335,000.00	33,799.89	309,024.46	25,975.54
Equipment	67,730.00	7,129.91	56,058.31	11,671.69
Membership Dues	1,088.00	25.50	858.74	229.26
Maint. & Repair of Auto	1,300.00	31.13	713.53	586.47
Reproduction Service	300.00	21.14	257.00	43.00
Telephone & Telegram	8,048.00	35.00	7,864.50	183.50
Scavenger Service	1,900.00	151.58	1,364.22	535.78
Window Cleaning Service	5,400.00		5,308.00	92.00
Pest Control Service	300.00	40.00	222.50	77.50
Gasoline & Lubricants	1,650.00	150.00	973.99	676.01
Drygoods & Wearing Apparel	130.00		128.47	1.53
Compensation Insurance	1,000.00	100.00	734.60	265.40
Retirement	82,205.00	6,850.00	61,650.00	20,555.00
Social Security Tax	31,000.00	2,083.00	18,747.00	12,253.00
Health Service	14,177.00	1,182.00	10,638.00	3,539.00
Rental of Branches	19,380.00	1,615.00	14,535.00	4,845.00
Fidelity Insurance	71.00			71.00
Automobile Insurance	617.00		480.89	136.11
Services of Other Depts.	16,783.00	1,364.00	12,276.00	4,507.00
Heat, Light & Power	35,530.00	3,688.75	30,796.41	4,733.59
Revolving Fund Increase	1,000.00		1,000.00	
TOTAL	$2,437,276.00	$217,263.14	$1,831,914.56	$ 605,361.44

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$ 79,810.00
Replacement and Reconstruction		40,370.00
Capital Improvement		408,000.00
	TOTAL	$528,180.00

Resolution No. ~~224~~ 222

April 2, 1963

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March, 1963 be approved:

1422 Junior Clerk-Typist

Harding, Barbara

1424 Clerk-Typist

Chancellor, Claire

7334 Jr. Stationary Engineer

Lundquist, Leonard

3602 Library Page; part time

Coler, Kit F.
Dickson, Roger
Guion, Alene
Harrod, Janice
Jin, Donald
Jundis, Arouel
Wharton, Lawrence

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1422 Junior Clerk-Typist

King, Carrie

1424 Clerk-Typist

Buchser, Fred

2714 Janitor

Myrick, Edward

3602 Library Page; part time

Callsen, Henry
Karussos, Ernest
McKaye, Andrew
Moore, Michael
Neeley, Stephen
Shiman, Carole
Smith, Ashley
Wharton, Larry

SAN FRANCISCO PUBLIC LIBRARY

LIBRARY COMMISSION

1963

PRESIDENT	-	JOHN M. BRANSTEN
First Vice-President	-	Mortimer Fleishhacker, Jr.
Second Vice-President	-	Margaret V. Girdner

STANDING COMMITTEES

FINANCE, AUDIT AND BUDGET

Cox, Chairman
Fleishhacker, Vice-Chairman
Ehrhardt
Girdner
Nichols

PUBLIC RELATIONS

Mohr, Chairman
Turner, Vice-Chairman
Cox
Heavey
Lepetich

ORGANIZATION AND OPERATIONS

Heavey, Chairman
Nichols, Vice-Chairman
Fanucchi
Lepetich
Turner

BOOKS AND ART

Girdner, Chairman
Lepetich, Vice-Chairman
Cox
Ehrhardt
Mohr

BUILDING, DEVELOPMENT AND MAINTENANCE

Fanucchi, Chairman
Heavey, Vice-Chairman
Fleishhacker
Mohr
Turner

MAIN LIBRARY REHABILITATION

Fleishhacker, Chairman
Ehrhardt, Vice-Chairman
Fanucchi
Girdner
Nichols

(5-3-63)

May 17, 1963

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, May 7, 1963, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by First Vice-President Mortimer Fleishhacker, Jr.

The Pledge of Allegiance to the Flag was led by Commissioner Ehrhardt.

On roll call the following were noted present: Commissioners Cox, Ehrhardt, Fanucchi, Fleishhacker, Girdner, Heavey, Lepetich, Mohr, Nichols and Turner. Absent: President Bransten.

It was moved by Commissioner Fanucchi and seconded by Commissioner Heavey that the minutes of the April meeting be approved as submitted. There being no objection, it was so ordered.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Fanucchi welcomed Mr. Philip L. Rezos, Director of Property, to the meeting and asked him to report the progress being made to acquire the sites selected for the permanent branch libraries in the Excelsior and Bay View districts. Mr. Rezos stated that the request for supplemental funds needed for the purchase of the second parcel of land for the Excelsior project had just been approved by the Mayor's Office. The Director of Property expressed the opinion that construction of the new branch would be speeded by having the City secure title to the two parcels and then negotiating with the tenant on terminating his occupancy. This would allow work to proceed on the development of plans for the new branch.

Mr. Rezos asked a member of his staff, Mr. Jerome Lucey, to report on the progress on negotiations for the branch library site in the Bayview District. Mr. Lucey informed the Commission of the disparity between the price which the present owner wants for his property and what the appraisal by the Real Estate Department indicates it is worth.

The possibility of renting larger premises for the branch library in the Bayview District, rather than building, was suggested by Commissioner Fleishhacker. The City Librarian stated that he would investigate this possibility.

Following discussion, it was moved by Chairman Fanucchi, seconded by Commissioner Cox and unanimously adopted that the Real Estate Department be directed to continue its efforts to acquire the site chosen for the permanent branch library in the Bay View District and report progress back to the Commission.

Mr. Lucey reviewed the difficulties involved in securing a suitable location for the Business Branch Library. He presented an evaluation of and the terms for renting the ground floor space at 601 Montgomery Street.

It was moved by Chairman Fanucchi, seconded by Commissioner Turner and unanimously adopted that the Real Estate Department be directed to pursue its negotiations for leasing the 601 Montgomery Street location.

Chairman Fanucchi reported that Appleton & Wolfard are working on revisions to the preliminary design for the Western Addition Branch Library to incorporate changes suggested by the Commission.

It was moved by Chairman Cox, seconded by Commissioner Fanucchi and unanimously adopted that the following resolution be approved:

RESOLUTION #223

RESOLVED That the Library Commission hereby authorizes a supplemental budget request in the amount of $4,200.00 for rental of the Business Branch Library for the fiscal year 1963-64.

It was moved by Commissioner Fanucchi, seconded by Commissioner Heavey and unanimously adopted that the following resolution be approved:

RESOLUTION #224

RESOLVED That a Departmental Work Order in the amount of $500.00 be issued to the Real Estate Department to cover operating expenses in connection with the negotiations of lease for the Business Branch Library.

Chairman Cox reported that the Finance, Audit and Budget Committee had had a very useful meeting with Mr. John J. Goodwin, Treasurer, and Philip L. Rezos, Director of Property, held for the purpose of securing additional guidance for the Commission in carrying out its prerogatives and duties with respect to the management of the Fuhrman and Waden bequest funds.

The City Attorney has not yet issued his opinion with respect to the use of the bonus payment made for leasing Fuhrman Bequest lands in Kern County. However, this delay may be occasioned by the fact that the City Attorney was asked to broaden the scope of his opnion, if possible, to cover the other questions which were raised by the Committee in its discussion of the management of these special bequest funds, Chairman Cox informed the Commission.

It was moved by Commissioner Fanucchi, seconded by Commissioner Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #225

RESOLVED That the Library Commission hereby rescinds Resolution #221, authorizing the re-appropriation of $665.00 for the purchase of a Photostat reader-printer, and authorizes the re-appropriation of $3,510.00 to permit the purchase of equipment items from surplus funds in the Equipment appropriation. (Tape Recorder $50.00; Display Cases $78.00; Photostat reader-printer $665.00; Adding Machines - no additional funds required. New items: Cash Register $2,631.00; Wall Clocks $56.00.)

Commissioner Turner moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the Library Department's monthly financial statement dated April 30, 1963. (See last page.)

It was moved by Commissioner Mohr, seconded by Commissioner Fanucchi and unanimously adopted that the expenditures in the amount of $69.90, made from the Fuhrman Bequest Fund during the month of April, be approved.

Chairman Cox reported that the Finance Committee of the Board of Supervisors had given the Library Department full opportunity to make a complete presentation of the important features and requests incorporated in the budget for the 1963-64 fiscal year.

PUBLIC RELATIONS COMMITTEE

The very successful observance of National Library Week was reported by Chairman Mohr. She complimented the Friends of the Library and the staff for their sustained enthusiasm which made possible a varied and interesting series of programs, displays and related activities.

Chairman Mohr informed the Commission of two scheduled meetings. The Golden Gate District of the California Library Association will meet on Saturday, May 11, 1963, at the International Inn near San Francisco Airport. Friday, December 13, 1963, will be devoted largely to Trustee meetings during the annual California Library Association Conference to be held in San Francisco. Since the San Francisco Public Library is considered the "host" organization, the Commission will be responsible for arranging a Trustee program for that date and for arranging staffing for the Trustee Hospitality Center at the Sheraton-Palace, the headquarters hotel during the period of the Conference, Chairman Mohr added.

It was moved by Chairman Mohr, seconded by Commissioner Heavey and unanimously adopted that a letter of appreciation be directed to the Friends of the Library for their overall interest and valuable assistance in ensuring the success of National Library Week and also for their generous contribution of $600.00 made to the Friends Special Acquisitions Fund.

Chairman Mohr moved, Commissioner Heavey seconded and the Commission by unanimous action voted to direct a letter of commendation to the staff for the excellent planning which had been undertaken for, and the participation in, the many activities for National Library Week.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Heavey, seconded by Commissioner Fanucchi and unanimously adopted that the following resolution be approved:

RESOLUTION #226

(See last page)

BOOKS AND ART COMMITTEE

Commissioner Turner, Vice-Chairman of the Committee, reported that the Secretary would schedule a meeting with officials of the San Francisco Museum of Art for the purpose of making tentative selections of paintings for the Commission Room.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Fleishhacker reported on the meeting which the Committee had held with Mr. John Bolles and Mr. Ralph Ulveling, members of the team working on the survey of the Main Library building. The limitations imposed by the present structure are numerous, and the cost to correct these obvious shortcomings may be quite high, the Chairman stated. Mr. Bolles is to make a further analysis of the original engineering calculations and Mr. Ulveling will use this additional information to determine the feasability of achieving the goal of open floor areas which are considered necessary for more complete utilization of the structure.

Other Committee members were asked by Chairman Fleishhacker to present their views on the meeting held with Messrs. Bolles and Ulveling. Commissioner Ehrhardt asked that the Commissioners be supplied with copies of the City Librarian's

recommendations to the survey team outlining the present and future requirements for a functional Main Library building.

Mr. Holman expressed his feeling that the consultants need to evaluate our building needs in detail and then report back to the Commission the alternative choices and costs of meeting these needs.

Commissioner Girdner stated that the problems encountered by the survey team were more complex than she had imagined, but she pointed out that mounting costs of operation would inevitably be the result of maintaining an obsolete building.

CITY LIBRARIAN'S REPORT

Mr. Holman stated that the Committee reports had covered most of the Library's activities during the previous month. He announced that Mrs. Avis Stopple would assume the duties of Chief, Main Library, on July 1, 1963.

Copies of the new brochure outlining the Library's services were distributed to the Commission. Mr. Holman reported that 10,000 of the brochures had been printed and that all Main Library departments and branch libraries had received supplies of the brochure for distribution to patrons.

COMMUNICATIONS

From Mrs. John Simpson, President, Glen Park School Parent-Teacher Association, Mrs. Louise P. Dunn, Secretary, Glen Park Senior Citizens, and Mrs. Paul Gaffey, re: willingness of Glen Park District residents to approve a smaller building for the Glen Park Branch Library when the present location is eliminated due to the widening of Bosworth Street, if that is the only alternative to eliminating a branch library in the area. FILE.

From Mr. John M. Branston, President of the Library Commission, re: expressing his regret that his absence from the City prevented his attendance at the Commission meeting, this date, and welcoming Alan H. Nichols to his first Commission meeting since appointment by Mayor Christopher. FILE.

From the State Department of Education, re: The Library's request for consideration as recipient of surplus Federal property.

It was duly moved, seconded and unanimously adopted that the following resolution be approved:

RESOLUTION #227

BE IT RESOLVED by the San Francisco Public Library Commission and hereby ordered that the officials and/or appointees of the above-named organization whose names and titles appear below, shall be and are hereby authorized as our representatives to acquire Federal surplus property from the California State Educational Agency for Surplus Property under the Terms and Conditions of appropriate laws and procedures: William R. Holman, City Librarian, and Frank A. Clarvoe, Jr., Secretary, Library Commission.

There being no further business to come before the meeting, Commission Fanucchi moved and Commissioner Cox seconded that the meeting be declared adjourned to 3:30 P.M. Tuesday, June 4, 1963. There being no objection, it was so ordered.

Respectfully submitted:

Frank A. Clarvoe Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

FINANCIAL COMMITTEE REPORT

Revolving Fund $2,000.00

Receipts for April 1963:

Fines	$8,454.47
Books Paid	1,108.19
Reserve Postals Sold	287.65
Miscellaneous Income	434.70
Total Receipts	$10,285.01

****

	BUDGET 1962-63	EXPENDED APRIL	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,397,321.00	$109,478.18	$1,074,178.05	$323,142.95
Overtime Salaries	620.00		611.59	8.41
Temporary Salaries	5,500.00	834.22	4,469.31	1,030.69
Wages	228,281.00	18,573.28	188,658.88	39,622.12
Contractual Services	80,775.00	1,568.41	78,873.03	1,901.97
Binding	55,000.00	65.25	52,676.48	2,323.52
Material and Supplies	45,170.00	5,068.44	44,710.30	459.70
Books and Library Material	335,000.00	14,448.87	323,473.33	11,526.67
Equipment	67,730.00	6,155.97	63,529.10	4,200.90
Membership Dues	1,088.00	36.00	892.74	195.26
Maint. & Repair of Auto	1,300.00	291.51	1,005.00	295.00
Reproduction Service	300.00		300.00	
Telephone and Telegraph	8,112.00	662.50	8,045.30	66.70
Scavenger Service	1,900.00	151.58	1,515.80	384.20
Window Cleaning Service	5,400.00		5,308.00	92.00
Pest Control Service	300.00	40.00	262.50	37.50
Gasoline and Lubricants	1,650.00	100.00	1,169.00	481.00
Drygoods	130.00		106.58	23.42
Compensation Insurance	1,000.00	50.00	751.87	248.13
Retirement Allowance	81,978.00	6,850.00	68,500.00	13,478.00
Social Security Tax	31,000.00	2,583.00	25,830.00	5,170.00
Health Service	14,177.00	1,182.00	11,820.00	2,357.00
Rental of Branches	19,380.00	1,615.00	16,150.00	3,230.00
Fidelity Insurance	71.00		71.00	
Automobile Insurance	607.00		480.89	126.11
Services of Other Department	16,783.00	1,364.00	13,640.00	3,143.00
Heat, Light and Power	41,520.00	3,300.00	32,787.27	8,732.73
Revolving Fund Increase	1,000.00		1,000.00	
TOTAL	$2,443,093.00	$174,418.21	$2,020,816.02	$422,276.98

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$79,810.00
Replacement and Reconstruction		40,370.00
Capital Improvement	TOTAL	408,750.00
		$528,930.00

Resolution No. 226

May 7, 1963

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of April , 1963 be approved:

1422 Jr. Clerk-Typist
Jackson, Adrienne

1424 Clerk Typist
Whitehead, Gerald

2714 Janitor
Anderson, Monroe

3602 Library Page; full time
Watkins, Emmett
Moran, Frank
Fox, Thomas

3602 Library Page; part time

Jin, Donald	Williams, Harriet
Davis, Susan	Dickson, Hugh
Ellis, Stephen	Whitton, Donald
Lum, John J.	Engler, Phyllis
Quast, Lesley	Novacovitch, Betty

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1422 Jr. Clerk-Typist
Harding, Barbara
Jones, Mary L.

1404 Clerk
Bird, Charles

3630 Librarian
Hanson, Josephine

7333 Jr. Stationary Engineer

O-1 Chauffeur
Murolo, Al

3602 Library Page; full time
Buckley, David
Rice, John
Tregenza, William

3602 Library Page; part time

Vella, Marie	Padilla, LeRoy
Blakkan, Renee	Fong, Roger
De Rade, William	Lutze, Andrew
Westwick, William	

SAN FRANCISCO PUBLIC LIBRARY

June 24, 1963

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, June 4, 1963, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 P.M. by President Bransten.

The Pledge of Allegiance to the Flag was led by Commissioner Nichols.

On roll call the following were noted present: Commissioners Bransten, Cox, Fanucchi, Fleishhacker, Girdner, Heavey, Lepetich, Mohr, Nichols and Turner. Absent: Commissioner Ehrhardt.

It was moved by Commissioner Mohr, seconded by Commissioner Turner and unanimously adopted that the minutes of the May meeting be approved as submitted.

BOOKS AND ART COMMITTEE

Chairman Girdner introduced representatives of the Daughters of Penelope, Eos Chapter No. 1, San Francisco, an auxiliary of the Order of Ahepa. Mrs. John Kosturos, Chapter President, and other members of the organization presented a seven volume set of the Greek classics to the Commission for inclusion in the Library's collection.

It was moved by Chairman Girdner, seconded by Commissioner Fanucchi and unanimously adopted that a resolution of appreciation be directed to the Daughters of Penelope for their generous gift.

Chairman Girdner reported that members of the Books and Art Committee, President Bransten, the City Librarian and the Secretary had met with Mr. George Humphrey of the San Francisco Museum of Art for the purpose of inspecting certain paintings tentatively selected for the walls of the Commission Room by Mr. Humphrey. Chairman Girdner reported that the majority of the selections seemed inappropriate for the Commission Room. Following discussion, assignments were made with respect to selecting other works of art:

1. Commissioner Mohr to contact the Legion of Honor to ascertain what might be available from either the Achenbach Foundation for Graphic Arts of from the Legion's permanent inventory.

2. Commissioner Cox to investigate the availability of other more suitable works from the San Francisco Museum of Art.

Chairman Girdner announced that 340 additions to the Wit and Humor Collection had been made by Mr. Nat Schmulowitz since January 1, 1963.

It was moved by Chairman Girdner, seconded by Commissioner Turner and unanimously adopted that a letter of appreciation be directed to Mr. Schmulowitz, expressing the Commission's gratitude for his continuing interest in building the Wit and Humor Collection.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Heavey, seconded by Commissioner Turner and unanimously adopted that the following resolution be approved:

RESOLUTION #228

(See last page)

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Fanucchi reported that President Bransten, the City Librarian and the Secretary had met with Mayor Christopher for the purpose of discussing the new location for the Business Branch Library. The Mayor requested that additional study be undertaken to determine the availability of a site closer to the center of the financial district than 601 Montgomery Street.

It was moved by Commissioner Nichols, seconded by Commissioner Turner and unanimously adopted that a Committee composed of President Bransten, Chairman Fanucchi, the City Librarian and the Secretary be empowered to select the best location for the Business Branch Library, consistent with space and rental requirements, and to request additional funds, if needed, to permit leasing of the selected premises.

There was general discussion on the importance of the services provided by the Business Branch, and on the need for securing new quarters for the extension as rapidly as possible.

Chairman Fanucchi reported that the supplemental request for funds in the amount of $19,000.00 to permit the Real Estate Department to consummate purchase of the second parcel of land required for the Excelsior Branch Library had been approved by the Board of Supervisors on first reading. Following final approval and the acquisition of the deeds to the two properties, the architect can be instructed to start the preparation of plans for the branch building, the Chairman added.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Fleishhacker reported that no communications had been received from the Main Library survey team members since the last Commission meeting. He added that Mr. Mohrhardt is still expected in San Francisco in either late June or early July.

PUBLIC RELATIONS COMMITTEE

Copies of Mr. John Pearson's monthly public relations activities report were distributed to the Commission. Commissioner Heavey remarked that the early morning series of children's story telling and book talks on KPIX-TV was very good. Commissioner Mohr stated that the Indian Dolls and Artifacts exhibit had been one of the most outstanding displays of recent years.

The Summer Reading Program for children was reported in detail. Considerable interest in the program has been shown by the Library staff and by the schools.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Cox, seconded by Commissioner Fanucchi and unanimously adopted that the Library Department's monthly financial statement dated May 31, 1963 be approved. (See last page.)

Commissioner Nichols reported that he had visited all of the branch libraries and that his tour had been both interesting and informative. He highlighted the

important points contained in his written report which is appended to and made a part of these minutes.

It was moved by Commissioner Lepetich, seconded by Commissioner Turner and unanimously adopted that Commissioner Mohr be named the Commissioner-delegate to the annual American Library Association Conference.

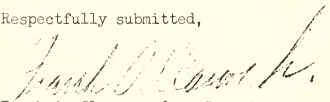
It was moved by Commissioner Fanucchi, seconded by Commissioner Cox and unanimously adopted that Commissioner Mohr and the City Librarian be granted permission to leave the State for the purpose of attending the annaul American Library Association Conference to be held in Chicago, Illinois, July 11-20, 1963.

Mr. Holman reported that several members of the Library staff expect to attend the A.L.A. Conference at their own expense. Commissioner Girdner suggested that consideration be given to increasing the Library's official representation at the A.L.A. Conferences, and that the inclusion of a request for additional travel funds be incorporated in the 1964-65 Library Department budget.

Mr. Holman stated that Library conferences represent considerable income for the cities in which they are held, although the conference preparations consume tremendous amounts of staff time. Commissioner Fleishhacker remarked that it should be shown that conference attendance assists in improving the Library and its operations.

There being no further business to come before the meeting, Commissioner Fanucchi moved and Commissioner Turner seconded that the meeting be declared adjourned to 3:30 P.M. Tuesday, August 6, 1963. There being no objection, it was so ordered.

Respectfully submitted,



Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

Resolution No. 228

June 4, 1963

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of May, 1963 be approved:

1422 Jr. Clerk Typist

Geer, Sally
Niederhaus, Jack
Rooker, Irene

1424 Clerk Typist

Sellman, Ronald

3630 Librarian

Shaw, Laura
Sloan, Elisabeth
Williams, Zelma

3602 Library Page; part time

Coit, Edwin
Connolly, Robert
Eshoo, Robert
Lee, Carol
Mattos, Linda
Ohashi, Victor
Phillips, Arthur
Simms, Quincy
West, Pamela

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1422 Jr. Clerk Typist

Whitehead, Gerald

1424 Clerk Typist

Chancellor, Claire
Sellman, Ronald

3602 Library Page; part time

Bissell, Roy
Brown, Raymond
Burns, Mary Ann
Ferrer, Mary
Finn, Edward
Foster, Charles
McHale, Gary
McGruder, Edna
Reardon, John
Wilson, Eleanor

May 31, 1963

FINANCIAL COMMITTEE REPORT

Revolving Fund $2,000.00

Receipts for May, 1963:

Fines	$8,526.80	
Books Paid	616.25	
Reserve Postals Sold	256.20	
Miscellaneous Income	361.00	
		$9,760.25

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	BUDGET 1962-63	EXPENDED MAY	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,397,321.00	$136,631.46	$1,180,809.51	$216,511.49
Overtime Salaries	620.00		611.59	8.41
Temporary Salaries	5,500.00		4,503.31	996.69
Wages	228,281.00	19,537.36	206,060.73	22,220.27
Contractual Services	80,775.00	566.28	79,439.31	1,335.69
Binding	55,000.00	2,200.00	54,876.48	123.52
Material & Supplies	45,170.00	436.54	45,146.84	23.16
Books & Library Material	335,000.00	3,426.06	326,899.39	8,100.61
Equipment	67,730.00	771.16	64,199.46	3,530.54
Membership Dues	1,088.00		927.74	160.26
Maint. & Repair of Autos	1,300.00	295.00	1,300.00	
Reproduction Service	350.00		350.00	
Telephone & Telegram	8,112.00	650.00	7,971.36	140.64
Scavenger Service	1,900.00	151.58	1,667.38	232.62
Window Cleaning Service	5,400.00		5,308.00	92.00
Pest Control Service	300.00	15.00	277.50	22.50
Gasoline & Lubricants	1,650.00	100.00	1,244.54	405.46
Drygoods	135.70		135.70	
Compensation Insurance	1,000.00	50.00	794.53	205.47
Retirement	81,978.00	6,850.00	68,500.00	13,478.00
Social Security Tax	31,000.00	2,583.00	28,413.00	2,587.00
Health Service	14,177.00	1,182.00	13,002.00	1,175.00
Rental of Branches	19,380.00	765.00	16,915.00	2,465.00
Fidelity Insurance	71.00		56.80	14.20
Automobile Insurance	551.30		480.89	70.41
Services of Other Depts.	16,783.00	1,364.00	15,004.00	1,779.00
Heat, Light & Power	41,520.00	3,598.55	36,684.37	4,835.63
Revolving Fund Increase	1,000.00		1,000.00	
TOTAL	$2,443,093.00	$151,172.99	$2,162,579.43	$280,513.57

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$ 79,810.00
Replacement & Reconstruction		40,370.00
Capital Improvement		408,000.00
	Total:	528,000.00

REPORT ON BRANCH LIBRARIES

By

ALAN H. NICHOLS
LIBRARY COMMISSIONER

This memorandum is to indicate my initial reactions to and the results of my tour of all of San Francisco's 25 branch libraries.

In general the interest of the employees of and the patrons to the San Francisco branch libraries is very high. There was a definite "feel" that there is progress through new dynamic programming. Nevertheless, there are a number of points that became evident:

1. My visits revealed that the Mission and outer Mission areas of our City have been neglected in library service. Our own statistics reveal that over 245,000 San Franciscans are thus receiving inadequate library service. The hours of service, number of volumes available, the physical facilities and the number of personnel are far below those available to other areas of San Francisco. Therefore, further delays on the Geneva-Excelsior Branch should not be tolerated.

2. The Library should work with the Police Department to insure the public safety of our libraries and personnel, especially the women personnel working at the branches at night. For example, a definite schedule for police protection should be made at the Presidio Branch which has had a significant history of personal type crimes in and about that branch. A formal request for personal visits by the Police during the week at night to the branch should be forwarded to the Police Department.

3. The new procedures, cataloging and weeding out process are being carried out in all branches.

4. It is hoped that the wage scale of pages either has or will be adjusted so that good pages can be recruited and held on the job. There is a significant turnover in pages which is unfortunate for the libraries, since pages are carrying a great deal of the load in doing almost everything in the branches and especially in dealing with and meeting the patrons as desk pages.

5. The time requirements for reporting, attending meetings, etc. of branch personnel has been increased. It is undoubtedly an important part of the upgrading of the whole library system, but special efforts to control and conserve the time of branch personnel should be made to be sure that all reports are strictly necessary and staff meetings well conducted.

6. There is considerable concern about further cutting down newspaper availability since there are a large number of older citizens using our libraries that cannot afford their own newspapers.

7. There may well be some difficult space problems involved in maintaining five years of magazines, as provided in current policy.

8. There seems to be a fatal defect in providing sufficient storage and workroom space in the new branches and at least in a couple of instances there is not sufficient shelf space.

9. There are extensive needs for new facilities and equipment in some of the branches. For example, they are desperate for a new typewriter at Mission, tables at Anza, etc.

10. A conscious effort should continually be made to advise branch personnel that, both as a matter of dollars and cents and as a matter of philosophy, the branch libraries are considered extremely important to the over-all plans for a better Library in San Francisco.

11. It was obvious in discussing library problems with new and older personnel throughout the branches that the efforts of the library to emphasize the importance of recruitment, in-service training and service to the public are essentially personnel problems and as such are extremely significant.

SAN FRANCISCO PUBLIC LIBRARY

LIBRARY COMMISSION

1963

PRESIDENT	JOHN M. BRANSTEN
First Vice-President	Mortimer Fleishhacker, Jr.
Second Vice-President	Margaret V. Girdner

STANDING COMMITTEES

FINANCE, AUDIT AND BUDGET

Cox, Chairman
Fleishhacker, Vice-Chairman
Girdner
Nichols
Salarno

BOOKS AND ART

Girdner, Chairman
Lepetich, Vice-Chairman
Cox
Mohr
Salarno

PUBLIC RELATIONS

Mohr, Chairman
Turner, Vice-Chairman
Cox
Heavey
Lepetich

BUILDING, DEVELOPMENT & MAINTENANCE

Fanucchi, Chairman
Heavey, Vice-Chairman
Fleishhacker
Mohr
Turner

ORGANIZATION & OPERATIONS

Heavey, Chairman
Nichols, Vice-Chairman
Fanucchi
Lepetich
Turner

MAIN LIBRARY REHABILITATION

Fleishhacker, Chairman
Nichols, Vice-Chairman
Fanucchi
Girdner
Salarno

(7-29-63)

SAN FRANCISCO PUBLIC LIBRARY

August 8, 1963

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, August 6, 1963, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:45 P.M. by President Bransten, who welcomed Commissioner Michael S. Salarno to his first Commission meeting since his induction on July 18, 1963.

The Pledge of Allegiance to the Flag was led by Commissioner Mohr.

On roll call the following were noted present: Commissioners Bransten, Cox, Fanucchi, Heavey, Lepetich, Mohr, Nichols, Salarno and Turner. Absent: Commissioners Fleishhacker and Girdner.

It was moved by Commissioner Mohr and seconded by Commissioner Turner that the minutes of the June meeting be approved as submitted. There being no objection, it was so ordered.

BOOKS AND ART COMMITTEE

In the absence of Chairman Girdner, Vice-Chairman Lepetich reported for the Committee. He asked President Bransten to introduce Dr. Erich F. Sommer, Cultural Attache and Public Information Director of the Consulate of the Federal Republic of Germany.

Dr. Sommer addressed the Commission. He stressed the importance of the democratic principle of free access to a wide variety of books, and called attention to the success of the German book industry exhibit which had been held in the San Francisco Public Library earlier in the year. Dr. Sommer then presented 250 books to the Library, representing the work of 148 contemporary German authors.

President Bransten accepted the books on behalf of the Library Commission and Department.

It was moved by Vice-Chairman Lepetich, seconded by Commissioner Turner and unanimously adopted that an expression of gratitude be directed to Dr. Sommer, to the Federal Republic of Germany and to the Martin-Behaim-Gesellschaft of Darmstadt, donors of the German volumes.

Vice-Chairman Lepetich called on Commissioners Mohr and Cox to report on the matter of selecting appropriate works of art for the walls of the Commissioners' Room. Commissioner Mohr stated that she and Commissioner Cox had visited the San Francisco Museum of Art, but had reached no conclusion on selecting works from the Museum's inventory. She added that a more concrete report would be presented at the September Commission meeting.

ORGANIZATION AND OPERATIONS COMMITTEE

Chairman Heavey called the Commission's attention to the revised proposed Exhibition Policy, copies of which had previously been forwarded to each Commission member.

Following discussion on several points contained in the proposed Exhibition Policy, it was moved by Chairman Heavey, seconded by Commissioner Fanucchi and

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unanimously adopted that the Exhibition Policy dated July 31, 1963 be approved, and that it be made a part of the minutes of this meeting.

EXHIBITION POLICY

Due to the increasing demand for the limited facilities available for exhibits and displays at the Main Library and branches, it has become necessary to adopt the following regulations:

Proposed exhibits must be submitted to and accepted by the Public Relations Department.

Generally, the following cultural and/or educational materials of professional caliber will be considered:

1. Books and educational material relating to history, literature, the arts and other cultural activities.

2. The history of books and printing.

3. Fine printing and typography.

4. The art of the book, including book design, typography, bookbinding and jacket design.

5. Photography.

6. Paintings.

7. Prints and other graphic arts.

Most exhibits accepted will be group shows. One-man shows will be occasionally displayed by talented individuals whose works have been exhibited in museums.

Student work is acceptable only for occasional group shows requested by universities and art schools.

Materials dealing with political or religious matters or commercial ventures shall not be exhibited.

The person or institution placing items on loan assumes the responsibility for any loss or damage which might occur.

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It was moved by Chairman Heavey, seconded by Commissioner Fanucchi and unanimously adopted that the following resolution be approved:

RESOLUTION #229

(See first page following the minutes of this meeting.)

It was moved by Chairman Heavey, seconded by Commissioner Fanucchi and unanimously adopted that the following resolution be approved:

RESOLUTION #230

(See second page following the minutes of this meeting.)

It was moved by Chairman Heavey, seconded by Commissioner Fanucchi and unanimously adopted that the following resolution be approved:

RESOLUTION #231

RESOLVED That the Library Commission hereby appoints Elliot V. Chinn Secretary Pro-tem for the period September 6, 1963 to October 7, 1963, during the period that Frank A. Clarvoe, Jr., Secretary, Library Commission, will be on vacation.

It was moved by Chairman Heavey, seconded by Commissioner Fanucchi and unanimously adopted that the following resolution be approved:

RESOLUTION #232

RESOLVED That the Library Commission hereby approves an adjustment in the operating schedules of certain of the branch libraries as indicated in the following tabulation:

Branch Library	Present Schedule	New Schedule
Bayview, Bernal, Ingleside, Noe Valley, Ocean View, Portola, Potrero and Visitacion Valley	Mon., Tues., Wed. Noon - 9:00 P.M. Thurs., Fri. Noon - 6:00 P.M.	Mon., Tues., Wed. Noon - 9:00 P.M. Thursday Noon - 6:00 P.M. Friday 1:00 P.M. - 6:00P.M.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Fanucchi reported that the matter of securing approval of the new location for the Business Branch Library at 138 Kearny Street had been resolved, and that work on the premises to make them suitable for occupancy was moving forward rapidly. The Chairman noted that the lease on the property is for one year, with two additional one year options on the same terms and conditions. It is expected that the Business Branch will be open to the public shortly after September 1, 1963, Chairman Fanucchi added.

The Secretary was asked by Chairman Fanucchi to comment on the revised plans for the new Western Addition Branch Library. The Secretary outlined the various changes which the project architect had included in the revision to incorporate suggestions made by members of the Library Commission and staff.

It was moved by Commissioner Nichols, seconded by Chairman Fanucchi and unanimously adopted that the design of the Western Addition Branch Library, as revised, be approved, but that consideration be given to the inclusion of a meeting or community room, provided sufficient funds are available to incorporate that feature in the plans.

The difficulties in negotiating for the acquisition of the site selected for the Anna E. Waden Branch Library in the Bayview District were detailed by Chairman Fanucchi. Representatives of the Real Estate Department of the City and County have encountered numerous frustations in their efforts to schedule meetings with the attorney representing the present property owners.

With respect to the completion of negotiations for the purchase of the two adjoining parcels required for the new Excelsior Branch Library, Chairman Fanucchi informed the Commission that one of the two property owners, in an apparent attempt to protect the present tenant, has so far failed to sign the deed, which act is

necessary to permit title to pass to the City and County. Although the Library Commission previously requested that a suit for specific performance be filed, the Real Estate Department has not yet taken this action, apparently being of the opinion that negotiations were moving ahead satisfactorily.

It was moved by Chairman Fanucchi, seconded by Commissioner Nichols and unanimously adopted that the Real Estate Department be requested to contact the City Attorney immediately to ask that a specific performance action be filed in order that the acquisition of the Excelsior properties not be further delayed.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr called the Commission's attention to the copies of her report of the recent ALTA and ALA meetings and Mr. John Pearson's monthly activities report.

The dedication and opening of the new ALA Headquarters building in Chicago was reported by Chairman Mohr. She highlighted some of the more significant meetings held during the ALTA and ALA conferences. It was with particular pleasure that she accepted the John Cotton Dana Publicity Award, a special commendation, presented "for outstanding publicity among public libraries (serving) over 500,000 population". The citation, read by Chairman Mohr, was "for the initiation of a publicity program as part of a design to effect the renaissance of a library system and its adaptation to the cultural and educational needs of its community".

Since this was the first time in many years that San Francisco had received an award of national inportance, its significance should be particularly appreciated, Chairman Mohr noted.

A reception, to be held this date, for the authors of children's books who have also been the speakers at the University of California special course in children's literature was announced by Chairman Mohr. She encouraged all Commissioners to attend the reception to be held in the office of Miss Effie Lee Morris after the adjournment of the Commission meeting.

Chairman Mohr thanked her fellow Commissioners for the opportunity to attend the ALTA and ALA conferences as the Commissioner-delegate.

MAIN LIBRARY REHABILITATION COMMITTEE

In the absence of Chairman Fleishhaeker, Vice-Chairman Nichols reported for the Committee that Mr. Charles Mohrhardt, one of the two library consultants working on the survey of the Main Library building, would be in San Francisco probably by the end of August, and would meet with the Committee during his stay.

It was moved by Vice-Chairman Nichols, seconded by Commissioner Turner and unanimously adopted that an architect be retained for the purpose of preparing plans for the refurbishing of the present "movie room", off the first floor, to make the space suitable for housing the Science and Technology subject department.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Cox, seconded by Commissioner Mohr and unanimously adopted that the Library Department's financial statements dated June 30, 1963 and July 31, 1963 be approved. (See third and fourth pages following the minutes of this meeting.)

Chairman Cox moved, Commissioner Mohr seconded and the Commission by unanimous

action approved the expenditure of $52.50 made from the Fuhrman Bequest Fund during the month of July, 1963.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. Three clerks have been temporarily assigned to the Tax Collector section of the Registration Office in an effort to clear up the backlog of these accounts.

2. The number of public coin typewriters has been reduced and the balance relocated on the fourth stack floor.

3. Legal action has been pursued in three cases involving book thefts.

4. All book and periodical binding for the 1963-64 fiscal year will be performed under a contract executed with the Herzberg's Washington Bindery, Tacoma, Washington.

5. Mrs. Avis Stopple was appointed Chief of the Main Library. She is presently on a trip, taken at her own expense, to inspect certain library procedures in use at the Free Library of Philadelphia and the Enoch Pratt Library.

Mr. Holman thanked the Commission for the opportunity afforded him to attend the ALA Conference. He added that he and Commissioner Mohr had been kept busy with interviews for the Assistant City Librarian position.

It was moved, seconded and unanimously adopted that the meeting be declared adjourned in respect to the memory of Mrs. Mortimer Fleishhacker, Sr., mother of Commissioner Mortimer Fleishhacker, Jr., and Mr. James D. Zellerbach, former Ambassador to Italy, community leader and Chairman of the 1963 observance of National Library Week. The meeting was adjourned to 3:30 P.M. Tuesday, September 3, 1963.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

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Resolution No. 229

July 29, 1963

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of June, 1963 be approved:

1422 Jr. Clerk Typist

Gorfinkle, Claire

3630 Librarian

Bartlett, Lynn Lehman, Judith
Thorn, Joseph

3602 Library Page; full time

Buvelot, Gene

7426 Elevator Operator

Thomas, Charles

3602 Library Page; part time

Chong, Jerry	Lang, Patricia	Remnef, Peter
Crizer, Kathleen	Leary, Kevin	Ruiz, Peter
Day, Michael	Loyd, Robert	Scardina, Thomas
Di Ricco, Larry	Novosel, James	

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

2714 Janitor

Bagatti, Frederick

7426 Elevator Operator

Thomas, Charles

3630 Librarian

Shaw, Laura

3602 Library Page; f.t.

Moran, Frank
Watkins, Emmett Jr.

3602 Library Page; part time

Ahearn, Ken	Mattos, Linda	Wilson, Ronald
Bleckman, Stuart	Novacovitch, Betty	Wong, Betty M.
Day, Michael	Shaffer, Mary	Young, Clifford
McCaffrey, Michael		

Resolution No. 230

August 6, 1963

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of July, 1963 be approved:

1422 Jr. Clerk Typist

Ring, Jan
Scardina, Thomas

2714 Janitor

Mattingly, Eugene

3602 Library Page; f.t.

Leong, Dennis

3630 Librarian

Staton, Evelyn

3602 Library Page; part time

Breggs, Barbara	Franklin, C.	O'Brien, D
Broussard, Betty	Frey, Dennis	Vinson, S.
Carrillo, Arcadio	Marchini, E.	Vizzard, D.

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1422 Jr. Clerk Typist

Johnston, Judith

2714 Janitor

Mattingly, Eugene

3602 Library Page; f.t.

Leong, Dennis

3602 Library Page; p.t.

Connolly, Robert
Franklin, Catherine
Frey, Dennis

June 30, 1963

FINANCIAL COMMITTEE REPORT

Revolving Fund $2,000.00

Receipts for June 1963:

Fines	$8,164.66
Books Paid	972.54
Reserve Postals Sold	290.70
Miscellaneous Income	343.50
Total Receipts	$9,771.40

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	BUDGET 1962-63	EXPENDED JUNE	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,397,321.00	$115,679.78	$1,300,214.37	$ 97,106.63
Overtime Salaries	620.00		611.59	8.41
Temporary Salaries	5,500.00		4,603.31	896.69
Wages	228,281.00	11,513.78	226,926.10	1,354.90
Contractual Services	82,278.00	2,978.73	81,761.76	516.24
Binding	55,000.00		54,876.48	123.52
Material and Supplies	45,470.00	622.81	45,333.11	136.89
Books and Library Material	335,000.00	10,396.36	333,869.69	1,130.31
Equipment	64,134.50		63,599.64	534.86
Membership Dues	1,138.00	20.00	947.74	190.26
Maint. & Repair of Auto	1,550.00	433.79	1,489.83	60.17
Reproduction Service	395.00	37.80	383.12	11.88
Telephone and Telegram	8,635.00	692.86	8,362.36	272.64
Scavenger Service	1,900.00	151.58	1,818.96	81.04
Window Cleaning Service	4,843.00		4,248.00	595.00
Pest Control Service	347.50	70.00	347.50	
Gasoline and Lubricants	1,600.00	100.00	1,290.26	309.74
Drygoods	135.70		135.70	
Compensation Insurance	1,000.00	87.16	874.35	125.65
Retirement Allowance	81,978.00	6,400.00	74,835.28	7,142.72
Social Security Tax	31,000.00	2,583.00	23,641.08	7,358.92
Health Service	14,177.00	1,182.00	14,177.00	
Rental of Branches	19,380.00	765.00	17,680.00	1,700.00
Fidelity Insurance	71.00		56.80	14.20
Automobile Insurance	489.89		480.89	9.00
Services of Other Dept.	16,783.00	1,364.00	1,364.00	
Heat, Light and Power	41,520.00	3,171.70	40,704.36	815.64
Revolving Fund	1,000.00		1,000.00	
TOTAL	$2,441,547.59	$158,250.35	$2,321,052.28	$120,495.31

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$79,810.00
Replacement and Reconstruction		40,370.00
Capital Improvement	TOTAL	408,750.00
		$528,930.00

July 31, 1963

FINANCIAL COMMITTEE REPORT

Revolving Fund $2,000.00

Receipts for July 1963:

Fines	$6,874.77
Books Paid	1,010.90
Reserve Postals Sold	290.50
Miscellaneous Income	462.25
Total Receipts	$8,638.42

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	BUDGET 1962-63	EXPENDED JULY	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,572,652.00	$112,256.55	$112,256.55	$1,460,395.45
Overtime Salaries	500.00			500.00
Temporary Salaries	5,500.00	311.62	311.62	5,188.38
Wages	229,566.00	18,812.04	18,812.04	210,753.96
Contractual Services	110,829.00	67,753.18	67,753.18	43,075.82
Binding	55,000.00	28,000.00	28,000.00	27,000.00
Material and Supplies	48,520.00	13,113.24	13,113.24	35,406.76
Books and Library Material	365,000.00	156,303.81	156,303.81	208,696.19
Equipment	69,315.00	32.32	32.32	69,282.68
Membership Dues	1,106.00	58.00	58.00	1,048.00
Maint. & Repair of Auto	1,300.00	96.00	96.00	1,204.00
Reproduction Service	250.00	13.66	13.66	236.34
Telephone and Telegram	8,390.00	784.00	784.00	7,606.00
Scavenger Service	1,900.00	163.71	163.71	1,736.29
Window Cleaning Service	5,500.00	450.00	450.00	5,050.00
Pest Control Service	300.00	294.00	294.00	6.00
Gasoline and Lubricants	1,500.00	100.00	100.00	1,400.00
Drygoods	232.00	24.96	24.96	207.04
Compensation Insurance	1,000.00	50.00	50.00	950.00
Retirement Allowance	94,482.00	7,800.00	7,800.00	86,682.00
Social Security Tax	29,550.00	2,460.00	2,460.00	27,090.00
Health Service	13,859.00	1,155.00	1,155.00	12,704.00
Rental of Branches	31,680.00	765.00	765.00	30,915.00
Fidelity Insurance	71.00			71.00
Automobile Insurance	617.00			617.00
Services of Other Dept.	17,248.00	1,437.00	1,437.00	15,811.00
Heat, Light and Power	40,680.00	3,300.00	3,300.00	37,380.00
TOTAL	$2,706,547.00	$415,534.09	$415,534.09	$2,291,012.91

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$59,530.00
Replacement and Reconstruction		4,820.00
Capital Improvement	TOTAL	55,300.00
		$119,650.00

Report of Commissioner L. V. Mohr on attendance of ALTA and ALA, Chicago 1963 - July 12th through July 19th.

The ALTA workshop conference preceded the ALA Meetings by two days. On Saturday morning, July 13th more than two hundred trustees from thirty-eight states were registered. Twelve, a record number from California, came to participate in the discussions with the firm resolve to carry back worthwhile information to their libraries.

The 1963 workshop committee chose as its theme for this year's institute - "Library Trustees - Leaders in Breaking Barriers to Creative Inquiry", planned to broaden concepts, break barriers, strengthen relationships and meet creative inquiry. The Institute reflected the concern that ALTA's membership embraces all types and sizes of public libraries.

The keynote speaker, Mr. M. B. Mitchell, President, Encyclopedia Brittanica gave a stimulating address. His main topic was "What is happening to the people who use the services we are responsible for?". What about storage and retrieval of materials as needed; in fifty years we may be a nation of machines talking to machines and become an electronic brain world. This is the challenge to libraries as new changes present themselves/parents, students and all reading adults.

"None of us are going to die in the world situation in which we were born", Margaret Mead. The average adult must re-educate himself three times during his lifetime to keep his thinking current. In this world of change people are speaking together in new kinds of languages; learning new skills; constantly coming to know new peoples and their problems as they relate to the American individual. The public libraries must be aware of all this and provide people with the tools and working knowledge to help them to think and grow in new terms of reference.

A panel of Trustees and Librarians expanded on this theme and gave their own experiences. The afternoon discussions continued on the main theme and trustees were asked to bring some of their problems to a few selected authorities. In all of this, it might be well to point out that the problems of large and small libraries differ, so no one answer will suffice. Also, area problems effect library service and it's costs. We have some serious problems in California where Trustee Boards are maintaining strong stands against city councilmen and others who are being influenced by uninformed and bigoted pressure groups.

> "Freedom To Read Statement - (Adopted June 25, 1953, by the ALA COUNCIL) - 'The Freedom To Read is essential to our democracy. It is under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label 'controversial' books, to distribute lists of 'objectionable' books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of

morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read".

The ALTA Recognition Dinner was presided over by Mrs. Weldon Lynch, the outgoing president. She presented the committee chairman of the past two years. The Honorable John E. Fogarty, Member of Congress from Rhode Island presented a distinguished address, "The Federal Interest in Libraries". Congressman Fogarty received a Trustee Citation in the following day. The Sunday morning session had the title, "Utilization of Resources "; "Public Relations"; "Initiating Patterns of Cooperation"' "Will you accept the Challenge?". At luncheon Dr. John W. Taylor, Executive Director of Chicago Ed. TV Assn, explained educational TV and its use to advancing knowledge.

The ALTA Hospitality Suite provided a happy meeting place for Trustee friends from all parts of the Nation. Exhibit materials were here in quantity for all to take home to study and pass on to other Trustees. In the ALA Exhibits Center, an unusual ALTA Booth was set up by Commissioner Mrs. Ruth Caldwell of Oakland, California. This attracted comment from many visitors. San Francisco Friend's material was displayed here as well as in the ALA Friend's Committee Display.

The National Assembly of Library Trustees took over the Sunday afternoon meeting. As a member of this committee, I worked on the planning at the Midwinter meeting. The topic was, "Building the State Trustee Organization". I was not present at the Sunday afternoon meeting as Mr. Holman and I, with several California Librarians spent the entire time until six o'clock interviewing possible candidates for the position of Assistant Librarian. The ALA conference started on Monday with Divisional and Council meetings. At the Public Library Division meeting, a discussion and review of the national report "Access to Public Libraries" was presented by members of the survey team. The report questioned libraries throughout the nation about integration. While the situation is not altogether satisfactory, public libraries all over the South are being integrated quietly without publicity, and have been for some thirty years. The rate of library integration has been increased by the widespread belief of many professional librarians that it is their job to provide service equally to all members of the public. Many librarians take the position that it is more in the interest of the library to integrate prior to the social disturbances that are occasioned by the protest movements and lawsuits than to wait for the inevitable change. The report stated; "only San Francisco, of the national large cities studied, 'is immune from de facto racial discrimination' in the location and resources of public library branches".

Three days of meetings and small discussion group sessions were given to "Conference-Within-A-Conference". All participants concentrated on a major

common concern - student use of libraries - both by speakers, and in small groups to explore the problem more deeply. The purpose was to examine trends of society, their effect on the nation's educational needs, and the implications of these for students in libraries.

Dr. Lowell A. Martin, vice-president of the Grolier Society, New York publishers, trimmed the 1,020 suggestions to a 10-point program. He said, "that an end to barriers between public and school libraries was the best answer to the reading explosion. The school and public libraries can't serve the whole world separately. They have to do together what they can't do alone".

One means of achieving the breakdown of barriers between public and school libraries, he said, could be by issuance of a "universal national library card" to enable students to withdraw books from both types of libraries on one card. James E. Bryan, ALA president, said the 10-point program probably would become part of ALA future policy.

Other recommendations were for:

Better communications among librarians and library administrators, government officials and "other librarians".

A White House conference on students and reading materials to consider the library shortage problem.

More money for library facilities to bring all libraries up to acceptable standards.

A full-time librarian recruiter in each state to help meet the national shortage of 100,000 librarians.

Better use of automation in libraries.

The Friends of Libraries Luncheon took place on Thursday. Following is a brief excerpt from the address of the speaker;

"Charles H. Percy, who is seeking the Republican nomination for governor, termed the library "the barometer of life" in a community. The board chairman of Bell & Howell camera company told an ALA Friends of Libraries Committee luncheon that in his campaign visits to towns, the local library is one of his first stops.

"The library is one of the key factors to keep a community vital and growing," he said. "In a prosperous and growing community,

the library is usually a major center of activity".

Percy said he has found that a poor library which does not offer a well-rounded activities program usually goes hand-in-hand with a town where 'economic conditions are stagnant and many people are out of work'.

Deputy Librarian, Rutherford B. Rogers of the Library of Congress, gave the following figures at one of the sessions; "18,000,000 Americans have no public library service; 10,000,000 students are in schools without central libraries; there is an estimated shortage of more than 100,000 professional librarians". To add a report from our own state; On early Thursday, we had word that Governor Brown would sign AB 590 at 2 o'clock. This is the Grant-in-Aid Library Bill. Late afternoon about 30 Californians gathered in my room for a short victory get-together. There we received the final word by telephone from Sacramento to the jubilation of all. This was the culmination of ten years work on the part of Librarians, Trustees, Citizen groups and Legislators. It will be later in the year before the plans for implementation will be made public.

The most rewarding event of the week occurred on Tuesday afternoon at a semi-private party. The San Francisco Public Library publicity book won a John Cotton Dana Award. There were eighteen awards presented by the H. W. Wilson Co., to libraries in various categories and population size. San Francisco won the second in the class of cities 500,000 or over. This is the first time during my service of twenty years on the Commission that such an award has come to the Library. Mr. Holman asked me to accept the award and I say in all sincerity, it was an honor without equal.

I thank the Library Commission for the privilege of representing them and San Francisco at this stimulating and expansive Conference. The attendance was estimated at about 7000. Personal contacts provide for an exchange of new library trends. These were a source of pleasure as well as information to me. It became quite obvious to me that, "Limited Horizons are as dangerous to the human as fog to ocean liners".

Respectfully submitted,

/S/ LUCILE V. MOHR

Mrs. J. Henry Mohr, Commissioner
San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY

September 4, 1963

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, September 3, 1963, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by First Vice-President Fleishhacker.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Fanucchi, Fleishhacker, Heavey, Lepetich, Mohr, Nichols, Salarno and Turner. Absent: President Bransten and Commissioners Cox and Girdner.

It was moved by Commissioner Fanucchi and seconded by Commissioner Mohr that the minutes of the August meeting be approved as submitted. There being no objectio it was so ordered.

BOOKS AND ART COMMITTEE

In the absence of Chairman Girdner, Vice-Chairman Lepetich reported for the Committee. He asked Commissioner Mohr if she and Commissioner Cox had been able to locate suitable paintings for the walls of the Commissioners' Room. Commissioner Mohr stated that only one museum had been formally contacted, and that additional investigation would be undertaken following Commissioner Cox's return from vacation.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Fanucchi reported the following matters:

1. Business Branch Library

   a. The rental on the new location, 138 Kearny Street started on September 1 rather than on August 1, as originally announced, thus saving one month's rental of $2,000.00.
   b. The necessary carpentry and painting work had been completed and floor repairs started.
   c. Books and equipment would be moved in as soon as the floor work is completed, probably during the week of September 9.
   d. A formal opening of the Business Branch would not be scheduled, but announcements and press releases would be sent, according to the City Librarian.

2. Western Addition Branch Library

   a. The Library Committee of the Western Addition District Council had met with the Secretary, Library Commission, and expressed pleasure at the revised floor plan for the branch.
   b. The project architect is now studying the design and cost factors involved in including a "community room" as a feature of the new building.

3. Site acquisitions, Excelsior and Waden branch libraries. Despite the Commission's request, transmitted to the Real Estate Department, that a specific performance action be initiated to secure the second parcel of land required for the new Excelsior Branch Library, it is understood that the City Attorney

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has not been asked to prepare and file such a suit. Apparently the reason that the Real Estate Department has delayed is that Mr. Jerry Lucey, the person who has handled all of the negotiations in this matter as well as the Business Branch lease and our other library business, has been on vacation and the Real Estate Department is still of the opinion that he can secure the owner's signature to the deed. Mr. Lucey is now back from vacation, however his absence has also meant the lack of any negotiations on the site in the Bayview District for the Anna E. Waden Branch Library.

The Secretary was directed to schedule a meeting for the Committee and other interested Commissioners with the Director of Property so that the lack of progress on the acquisition of the two parcels can be discussed with him.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Heavey, seconded by Commissioner Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #233

(See first two pages following the minutes of this meeting.)

It was moved by Chairman Heavey, seconded by Commissioner Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #234

RESOLVED That the Library Commission hereby approves charges to Library patrons for duplicating and microfilm copying services, such charges to be consistent with the costs of materials used and staff time expended.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr called the Commission's attention to the monthly public relations report prepared by Mr. John Pearson. The importance of the publicity on the book thefts cases was stressed by the Chairman.

The following matters were also reported by Chairman Mohr:

1. The Friends of the Library are coordinating the plans for the observance of French Week, to be held in October.

2. The Department of Special Collections is open to the public, but the formal dedication will be held later after additional equipment and furnishings have been received.

Commissioner Fanucchi reported additional press coverage of Commissioner Salarno's appointment to the Commission.

Commissioner Heavey reported that he had been presented to the Lord Mayor of Dublin, Ireland, on June 14, 1963, and had been given two valuable volumes, "The Liberator" and "The Life of Michael Collins", both of which will be presented to the San Francisco Public Library at a later date.

MAIN LIBRARY REHABILITATION COMMITTEE

Vice-Chairman Nichols reported that Mr. Charles Mohrhardt, member of the Main

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Library survey team, is presently in San Francisco. A meeting for the Committee and other interested Commissioners has been scheduled with Mr. Mohrhardt for 2:00 P.M. Friday, September 6, 1963. Commissioner Nichols also reported that a brief report had been received from Messrs. Mohrhardt and Ulveling. Commissioner Fleishhacker stated that he had read the report, but that it contained little specific information. He added that the meeting with Mr. Mohrhardt would probably serve to clarify some of the problems involved with the building and their possible solution.

Pursuant to the suggestion made by the Director of Public Works, it was moved by Commissioner Nichols, seconded by Commissioner Mohr and unanimously adopted that Mr. John Bolles, architect member of the main library survey team, be retained to coordinate the planning for the alterations to the present "movie room" to make it suitable for housing the Science and Technology subject department, and also to plan for the acoustical work to be accomplished in the Exhibit Room.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Salarno reported for the Committee. He moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the Library Department's financial statement dated August 31, 1963. (See third page following the minutes of this meeting.)

Commissioner Salarno moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the expenditure of $2,236.32, made from the Fuhrman Bequest Fund during the month of August 1963.

It was moved by Commissioner Turner, seconded by Commissioner Salarno and unanimously adopted that the following resolution be approved:

RESOLUTION #235

RESOLVED That the Library Commission hereby approves the payment of $29.50 for judgement and costs in San Francisco Small Claims Court, Action No. 202117, entitled "Toby Sternsher vs. City and County of San Francisco" arising out of occurence on May 20, 1963, at Marina Branch of the Public Library, Chestnut Street, San Francisco, California.

Mrs. Carl W. Stern, President of the Friends of the Library, was asked by Commissioner Fleishhacker to report on the recent activities of the Friends. Mrs. Stern reported the following matters:

1. The Friends of the Library shared the Commission's pride in the John Cotton Dana special publicity award to the San Francisco Public Library and presented to Commissioner Mohr during the American Library Association Conference in Chicago in July.

2. The Friends had given $300.00 to the Library for the purpose of sending Mr. Richard Coenenberg to the Detroit and Wayne County libraries to study circulation systems and other procedures.

3. The French Ambassador will be in San Francisco to open the French Week exhibit in the Library on October 21, 1963.

4. The Friends are continuing to assist the Library in its quest for large oriental rugs for the Department of Special Collections.

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Resolution No. 233

September 3, 1963

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of August, 1963 be approved:

1422 Jr. Clerk Typist

Der, Joanne Sexton, Penny
Young, Betty

1404 Clerk

Scardina, Thomas

3602 Library Page; f.t.

Johnson, Charlie R.

3630 Librarian

Grant, Beverly Stivers, Jane

7333 Jr. Sta. Eng.

Chace, Henry

8202 Watchman

Lempres, Nick

3602 Library Page; part time

Clear, Michael Herman, Bruce Noble, Gerald
Autry, Raymond Nerney, James Super, John
Hartley, Arthur Lynch, Virginia Tom, Jeffrey
Walker, Imogene

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1422 Jr. Clerk-Typist

Chin, Lorene Geer, Sally
Der, Joanne Gorfinkel, Claire
Lynch, Virginia

3630 Librarian

Lehman, Judith McDonald, Claire

3630 Librarian; pt

Reilly, James

2714 Janitor

Anderson, Monroe

7333 Jr Sta. Eng.

Chace, Henry

3602 Lib. Pg. f.t.

Johnson, Charlie

Resolution No. 233

(continued)

3602 Library Page; part time

Angeli, John	Ruiz, Peter
Costella, Guido	Super, John
Gallagher, Eugene	Thibeaux, Lloyd
Hendrix, David	Williams, Harriet

August 31, 1963

FINANCIAL COMMITTEE REPORT

Revolving Fund $2,000.00

Receipts for August 1963:

Fines	$6,038.20
Books Paid	1,486.47
Reserve Postals Sold	266.75
Miscellaneous Income	543.25
	$8,334.67

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	BUDGET 1963-64	EXPENDED AUGUST	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,572,652.00	$117,910.17	$ 235,571.65	$1,337,080.35
Overtime Salaries	500.00		42.48	457,52
Temporary Salaries	5,500.00	938.18	1,944.95	3,555.05
Wages	229,566.00	21,717.44	41,468.43	188,097.57
Contractual Services	110,829.00	1,962.56	60,027.74	50,801.26
Binding	55,000.00	208.00	28,208.00	26,792.00
Material and Supplies	48,520.00	1,574.16	14,687.40	33,832.60
Books and Library Material	365,000.00	9,438.58	165,742.39	199,257.61
Equipment	69,315.00	1,516.92	1,516.92	67,798.08
Membership Dues	1,106.00	58.00	58.00	1,048.00
Maint. & Repair of Auto	1,300.00	100.00	196.00	1,104.00
Reproduction Service	250.00	15.00	28.66	221.34
Telephone and Telegram	8,390.00	868.91	1,652.91	6,737.09
Scavenger Service	1,900.00	163.71	327.42	1,572.58
Window Cleaning Service	5,500.00		5,393.00	107.00
Pest Control Service	300.00		294.00	6.00
Gasoline and Lubricants	1,500.00	75.00	175.00	1,325.00
Drygoods	232.00		24.96	207.04
Compensation Insurance	1,000.00	35.00	85.00	915.00
Retirement Allowance	94,482.00	7,800.00	15,600.00	78,882.00
Social Security Tax	29,550.00	2,460.00	4,920.00	24,630.00
Health Service	13,859.00	1,155.00	2,310.00	11,549.00
Rental of Branches	31,680.00	765.00	1,530.00	30,150.00
Fidelity Insurance	71.00			71.00
Automobile Insurance	617.00			617.00
Services of Other Department	17,248.00	1,437.00	2,874.00	14,374.00
Heat, Light and Power	40,680.00	3,155.25	6,310.50	34,369.50
TOTAL	$2,706,547.00	$173,353.88	$590,989.41	$2,115,557.59

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$59,530.00
Replacement and Reconstruction		4,820.00
Improvements		55,300.00
	TOTAL	$119,650.00

October 28, 1963

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, October 1, 1963, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Bransten.

The Pledge of Allegiance to the Flag was led by Commissioner Fleishhacker.

On roll call the following were noted present: Commissioners Bransten, Cox, Fanucchi, Fleishhacker, Heavey, Lepetich, Mohr, Nichols, Salarno and Turner. Absent: Commissioner Girdner.

It was moved by Commissioner Lepetich and seconded by Commissioner Fleishhacker that the minutes of the September meeting be approved as submitted. There being no objection, it was so ordered.

Mrs. J. C. Baxter, a resident of the Glen Park District, addressed the Commission. She asked that the Commission consider the acquisition of six 25' x 100' lots situated on the north line of Bosworth Street, just west of 700 Bosworth (the location of the property the Library presently rents for the Glen Park Branch Library), for the construction of a permanent branch building for the district. Mrs. Baxter pointed out that the size of the site would permit off-street parking and suggested that the acquisition might be financed through the use of gas tax funds, which, at this time, would mean only a transfer of title.

Pursuant to Mrs. Baxter's suggestions, Commissioner Nichols recommended that careful consideration be given to any proposals for the replacement of the present small branch, since the building in which it is housed will be razed to make way for the widening of Bosworth Street. Commissioner Salarno added that he felt the Commission should investigate the specific proposal advanced by Mrs. Baxter.

President Bransten asked that members of the Commission meet with the interested Glen Park residents at 3:30 P.M. Tuesday, October 8, 1963, for the purpose of inspecting the site suggested by Mrs. Baxter.

The matter of excessive binding charges made by the firm of Foster and Futernick for work performed for the Library Department was taken up by the Commission. A lengthy period of discussion and questioning followed, during which Mr. Joe Futernick stated that many times during the years his company had the annual contracts for binding that extra work had been performed as a matter of course, and that this practice had not been questioned (prior to 1960); that he had used red label board for the covers of books as an acceptable equal to blue label board; that on his last invoices for the 1962-63 fiscal year extra charges had been made, but that he had submitted new invoices deleting the extra charges.

The City Librarian questioned the approval of the invoices containing extra charges and stated that the contract between the City and County and Foster and Futernick specified blue label board and that red label board was not an acceptable equal.

Commissioner Nichols moved and Commissioner Turner seconded that since the Library Department has neither the personnel nor the power to handle this matter it should be referred to the City Attorney and the District Attorney and that one or both of these officers should determine if any knowing violations of the con-

See Correction in Nov 15, 1963, minutes.

tract had been committed by Foster and Futernick for which legal remedy should be sought. There being no objection, it was so ordered.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Heavey, seconded by Commissioner Fanucchi and unanimously adopted that the following resolution be approved:

RESOLUTION #236

(See first ~~two~~ pages following the minutes of this meeting.)

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Fleishhacker reported that he and the City Librarian had met with Mr. John Bolles to ascertain the progress being made on the study of the Main Library building. Pursuant to Chairman Fleishhacker's suggestion, Commissioner Fanucchi moved, Commissioner Heavey seconded and the Commission by unanimous action voted that the two library consultant members of the survey team submit their recommendations as soon as possible, but not later than December 1, 1963.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr reported the following matters:

1. The success of the Summer Reading Program for children.

2. The attractive posters and brochures made by the Art and Public Relations Departments for the new Business Branch Library were displayed.

3. The manifold activities of the Friends of the Library in arranging programs, displays and interviews in connection with the forthcoming Festival of France, to be held October 21 - 26, 1963.

It was moved by Chairman Mohr, seconded by Commissioner Lepetich and unanimously adopted that a letter of appreciation be directed to the Friends of the Library for their leadership and participation in promoting the Library's activities in connection with the Festival of France.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Commissioner Fleishhacker, seconded by Chairman Cox and unanimously adopted that the Library Department's financial statement dated September 30, 1963 be approved. (See third page following the minutes of this meeting.)

Commissioner Fleishhacker moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #237

RESOLVED That the Library Commission hereby approves a supplemental appropriation request in the amount of $29,595.00 to provide sufficient additional funds for the purchase of land required for the Anna E. Waden Branch Library.

Commissioner Fleishhacker moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve the following resolution: (see next page)

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RESOLUTION #238

RESOLVED That the Library Commission hereby approves a supplemental appropriation request in the amount of $9,562.50 for re-classification of positions in accordance with the General Classification Survey.

Commissioner Fleishhacker moved, Commissioner Mohr seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #239

RESOLVED That the Library Commission hereby approves a supplemental appropriation request in the amount of $128.00 to permit the purchase of outrigger supports for the Department's sectional scaffold, as required by the State Safety Engineer.

Chairman Cox stated that he does not have sufficient time to study the monthly financial statement in order to present it to the Commission for approval. He suggested that it be presented a month later or possibly a quarterly financial report be made. President Bransten said this matter should be referred to the Secretary.

BOOKS AND ART COMMITTEE

Vice-Chairman Lepetich extended his appreciation to Commissioners Mohr and Cox for their assistance with the selection of paintings for the walls of the Commissioners' Room.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Fanucchi reported the following matters:

1. Business Branch Library
   a. the steel shelving has been installed by the Department of Public Works.
   b. the books and furniture have been delivered from the Main Library where they have been in storage.
   c. Signs carring the legend "San Francisco Public Library - Business Branch' have been painted on the front windows and on the marquee of the building.
   d. announcements of the opening of the branch and copies of a brochure listing the various services will be mailed by the Downtown Association.
2. Excelsior Branch Library. The Real Estate Department is still negotiating to qequire the second parcel required for the new permanent branch.

CITY LIBRARIAN'S REPORT

Mr. Holman reported that the Public Library Executives of Central California in their report, "Planning for Public Library Service in the San Francisco Bay Area", have indicated the need for forming a strong Bay Area organization to present to city and county governments the problems and needs of the public libraries. He added there is a possibility of obtaining a grant for such a study from funds available through recent State legislation (A.B. 590).

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, November 5, 1963.

Respectfully submitted,

Elliot V. Chinn, Secretary Pro-tem
San Francisco Public Library Commission

RESOLUTION No. 236

October 1, 1963

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of September, 1963 be approved:

1422 Junior Clerk Typist

Brodecky, Alvin
Doering, Rosemarie
Modesti, Marlene

1404 Clerk

Laine, Carl

2714 Janitor

Smith, George C.

3630 Librarian

Connolly, Nancy

3602 Library Pg; full time

Barrigan, Ramiro B.
Joseph, Darrell
Washington, Carl

3602 Library Pg; part time

Azzopardi, Samuel
Boden, Edward
Burkert, Kathy
Canterbury, Alan
Donofrio, Jack
Gregg, Bart
Fox, Thomas
Hennessy, Margaret

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1422 Junior Clerk Typist

Brodecky, Alvin
Doering, Rosemarie
Ring, Jan

1404 Clerk

Scardina, Thomas

3602 Library Page; p. t.

Azzopardi, Samuel
Gregg, Bart
Hartley, Arthur

3630 Librarian

Bartlett, Lynn
Kirby, Richard
Stivers, Jane T.

September 30, 1963

FINANCIAL COMMITTEE REPORT

Revolving Fund $2,000.00

Receipts for September 1963:

Fines	$5,135.05
Books Paid	997.74
Reserve Postals Sold	338.05
Miscellaneous Income	360.65
Total Receipts	$6,831.49

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	BUDGET 1963-64	EXPENDED SEPTEMBER	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,572,652.00	$110,144.70	$346,113.42	$1,226,538.58
Overtime Salaries	500.00		42.48	457.52
Temporary Salaries	5,500.00	525.62	2,370.55	3,129.45
Wages	229,566.00	8,739.70	49,474.79	180,091.21
Contractual Services	110,523.22	19,623.81	66,147.83	44,375.39
Binding	55,000.00		28,208.00	26,792.00
Material and Supplies	48,520.00	2,751.79	17,100.59	31,419.41
Books and Library Material	365,000.00	7,421.25	129,627.33	235,372.67
Equipment	69,315.00	1,523.89	3,927.75	65,387.25
Membership Dues	1,106.00		58.00	1,048.00
Maint. & Repair of Auto	1,300.00	28.00	144.65	1,155.35
Reproduction Service	250.00	15.00	43.66	206.34
Telephone and Telegram	8,394.00	700.00	7,682.87	711.13
Scavenger Service	1,900.00	163.71	491.13	1,408.87
Window Cleaning Service	5,500.00		5,393.00	107.00
Pest Control Service	300.00		294.00	6.00
Gasoline and Lubricants	1,500.00	75.00	281.96	1,218.04
Drygoods	232.00	86.00	110.96	121.04
Compensation Insurance	1,000.00	35.00	120.00	880.00
Retirement Allowance	94,482.00	7,800.00	23,400.00	71,082.00
Social Security Tax	29,550.00	2,460.00	7,380.00	22,170.00
Health Service	13,859.00	1,155.00	3,465.00	10,394.00
Rental of Branches	31,680.00	2,765.00	4,295.00	27,385.00
Fidelity Insurance	71.00			71.00
Automobile Insurance	617.00	617.00	617.00	
Services of Other Department	17,248.00	1,437.00	4,311.00	12,937.00
Heat, Light and Power	40,680.00	3,199.67	9,156.74	31,523.26
TOTAL	$2,706,245.22	$171,267.14	$710,257.14	$1,995,987.51

BUDGET TRANSFERRED TO THE DEPARTMENT OF PUBLIC WORKS

Maintenance and repair of Building	Appropriated	$59,530.00
Replacement and Reconstruction		4,820.00
Capital Improvement		55,300.00
	TOTAL	$119,650.00

November 15, 1963

Proceedings of the postponed regular meeting of the San Francisco Public Library Commission held Wednesday, November 6, 1963, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Bransten.

On roll call the following were noted present: Commissioners Bransten, Cox, Fanucchi, Heavey, Lepetich, Mohr, Nichols, and Salarno. Absent: Commissioners Fleishhacker, Girdner and Turner.

The Pledge of Allegiance to the Flag was led by Commissioner Mohr.

Commissioner Nichols noted that the minutes of the October Commission meeting were inaccurate, and the final paragraph, page 1, is hereby corrected to read as follows (additional language underlined, incorrect language deleted):

"Commissioner Nichols moved, ~~and~~ Commissioner Turner seconded and the Commission unanimously approved that since the Library Department has neither the personnel nor the power to handle this matter it should be referred to the City Attorney and the District Attorney and that one or both of these officers should determine if any knowing violations of the contract had been committed by Foster ~~and~~ Futernick for which legal remedy should be sought. ~~There being no objection, it was so ordered.~~

It was moved by Commissioner Fanucchi and seconded by Commissioner Mohr that the minutes be approved as corrected. There being no objection, it was so ordered.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Mrs. J. C. Baxter, a resident of the Glen Park District, addressed the Commission. She asked again, as she had at the October Commission meeting, that consideration be given to acquiring certain real property, which would become surplus and available due to the widening of Bosworth Street, for a permanent branch library.

There was general discussion of Mrs. Baxter's proposal, with particular emphasis on its relation to the approved branch library policy. President Bransten summarized the Commission's present position which is that the policy on the construction of new permanent branch library buildings was adopted after considerable study and that the Glen Park population and service area are not sufficiently large that an exception to the policy should be considered at this time. He thanked Mrs. Baxter and the other Glen Park residents for their interest and reminded them that the Commission is committed to continuing a branch library in the district.

Chairman Fanucchi reported on the efforts to secure another location to lease for the Glen Park Branch Library when the extension must be moved to make was for the widening of Bosworth Street. With respect to the vacant store at 598 Chenery Street the Chairman reported that the size was marginal in comparison to our needs, that the adjoining garage was of doubtful use for our pusposes and that at least $2,000.00 would have to be expended to refurbish the premises for accupancy.

The availability of another, larger location on Diamond Street was next reported by Chairman Fanucchi. This property, for which it is understood a monthly

rental of $200.00 will be asked, contains approximately twice the square footage of either our present location at 700 Bosworth Street or the 598 Chenery Street property. Although the property is presently occupied, the lease term ends March 31, 1964. Since the Real Estate Department has indicated that the Library will be able to continue its occupancy of 700 Bosworth Street at least until April the timing of location change appears favorable.

It was moved by Chairman Fanucchi, seconded by Commissioner Lepetich and unanimously adopted that the Real Estate Department be asked to enter into negotiations with the owner of the Diamond Street property in an effort to secure the premises for library use, and further that sufficient funds, not to exceed $2,000. be requested for necessary refurbishing to make the quarters suitable for the library's occupancy.

Chairman Fanucchi reported that the Real Estate Department expects to have a signed deed this week for the second parcel required for the permanent Excelsior Branch Library. Representatives of the Library Department and the Parking Authority met with the Assistant City Architect and Mr. Harold N. Wolfard, project architect for the branch, to discuss the feasibility of incorporating an off-street parking area beneath the building. Mr. Wolfard is to report his recommendations to the Commission with respect to this matter following additional study of the possible limitations which the parking area would impose on his design for the total structure.

Chairman Fanucchi called the Commission's attention to the revised floor plan for the Western Addition Branch Library which includes a meeting room, an additional feature which both the Commission and citizen groups in the area had asked to be incorporated in the design.

It was moved by Chairman Fanucchi, seconded by Commissioner Mohr and unanimously adopted that the revised plan, including the meeting room, be approved and that the project architect be requested to prepare final preliminary drawings for the project.

BOOKS AND ART COMMITTEE

In the absence of Chairman Girdner, Vice-Chairman Lepetich reported for the Committee. He indicated progress, and thanked Commissioners Mohr and Cox for their assistance in selecting paintings for the walls of the Commissioners' Room.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr called the Commission's attention to Mr. John Pearson's monthly public relations activities report, a copy of which had been given to each Commissioner. She remarked that the San Francisco Public Library had had radio programs in the past, and that in this regard the public relations report was in error.

The visit to the Library of Mr. Cornelius Herrmann, President of the Board of Trustees, Queens Borough Public Library, was reported by Chairman Mohr, who asked that a copy of these minutes be forwarded to Mr. Herrmann.

The Commission was reminded of the luncheon and meetings for Trustees and Friends of the Library to be held on Friday, December 13, 1964, as important parts of the California Library Association annual Conference. The Rt. Rev. James A. Pike, Episcopal Bishop of California, will be the luncheon speaker. Members of the Friends of the Library will assist the Commissioners with hospitality arrangements during the Conference.

Chairman Mohr commended the Friends of the Library for their efforts in leading the Library's participation in the recent Festival of France. The extensive publicity in newspapers and through other media reflected great credit on the Library for its programs and exhibits.

President Bransten asked Mrs. Carl W. Stern, President of the Friends of the Library, to report on the organization's current and planned activities. Mrs. Stern expressed appreciation for the letters of commendation, sent in the Commission's name and by the City Librarian, for the Friends efforts in connection with the Festival of France exhibits and programs. The current membership drive was reported by Mrs. Stern, and she noted that over fifty members of the Library staff had joined the organization. She also expressed her pleasure in the fact that other Friends of the Library groups are looking to San Francisco for advice and assistance in developing their own programs, and that activities such as the contributions to the Scholarship Fund may serve to attract future aid from charitable and other foundations.

President Bransten expressed appreciation to Mrs. Stern for the continuing interest of the Friends in the Library's development and programs, and the pleasure he had derived personally in working with the organization.

MAIN LIBRARY REHABILITATION COMMITTEE

In the absence of Chairman Fleishhacker, Vice-Chairman Nichols reported that a brief progress report to the architect member of the Main Library survey team had been made by Messrs. Ulveling and Mohrhardt. Copies of the report had also been sent to the members of the Committee. It was requested that copies also be made available to the other Commissioners as well.

Commissioner Nichols reported that the planning for the Science and Technology Department was moving ahead and that this subject department should be opened to the public in May 1964.

In reply to a question from Commissioner Mohr the City Librarian stated that additional furniture and other equipment items are needed before the Special Collections Department is dedicated formally. He added that the Library is also attempting to both purchase and borrow several special collections for display and inclusion in the department in time for the opening ceremonies.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Commissioner Mohr, seconded by Commissioner Nichols and unanimously adopted that the expenditures in the amount of $450.70 made from the Fuhrman Bequest Fund during the month of October be approved.

Chairman Cox suggested that financial reports for the Department be provided for the Commission's consideration on a quarterly rather than a monthly basis.

Chairman Cox called the Commission's attention to the copies of the City Attorney's opinion relative to the management of the Fuhrman and Waden bequests. Since the opinion had just been received, it was suggested by Chairman Cox that the City Attorney's conclusions be studied thoroughly and a meeting of the Finance, Audit and Budget Committee be held prior to the next Commission meeting for the purpose of discussing the implications of the opinion.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Heavey, seconded by Commissioner Lepetich and unani-

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mously adopted that the following resolution be approved:

RESOLUTION #240

(See page following the minutes of this meeting.)

The question of the reduction in the size of the Commission and the effect this will have on the standing committee structure was posed by Chairman Heavey. It was suggested by President Bransten that this matter be discussed with the City Librarian and the Secretary.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters.

1. The need for a Commission policy with respect to the provisions contained in recently adopted State legislation, AB 590.

2. The need for better liaison with and more uniform service to the schools of the community so that more children can be served better.

3. The loss of 18th Century engravings, wood cuts and other illustrative materials cut from many books by a Library employee. Legal action is being pursued.

Commissioner Mohr asked what the San Francisco Public Library might expect or what it should request under AB 590 and from the Library Development Board. It was suggested by President Bransten that Commissioner Mohr and Mrs. Stern, the two members of the Development Board from San Francisco, meet with Mr. Holman for the purpose of formulating the Library's requests.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, December 3, 1963.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

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RESOLUTION No. 240

November 6, 1963

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of October, 1963 be approved:

1422 Junior Clerk Typist

Barnes, Ivanora
Schueler, Johann

3602 Library Page; part time

Daniel Cabrera
Elizabeth McCloy
Sophia Marra
Alan Mundy
Eugene Zavala
Donald Singer
Anthony Compagno
Mathew Plescia
Quincy Simms
Earl Davis
Charles Foster

1424 Clerk Typist

Maloney, Irene

Library Page; full time

Clifton Evan
Godfrey Pinder
Leo Washington

2714 Janitor

Henry Chace
Alex Tatuloff
Spencer Davis

3630 Librarian

Kathleen Greey

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1422 Junior Clerk Typist

Barnes, Ivanora

3602 Library Pg;part time

Janice Palmer
Kevin Leary

SAN FRANCISCO PUBLIC LIBRARY

December 9, 1963

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, December 3, 1963, in the Commissioners' Room, Main Library.

Following executive session, held for the purpose of conducting a hearing on personnel matters, the regular calendar of business was started at 3:30 P.M. by President Bransten.

The Pledge of Allegiance to the Flag was led by Commissioner Fanucchi.

On roll call the following were noted present: Commissioners Bransten, Cox, Fanucchi, Fleishhacker, Girdner, Heavey, Lepetich, Mohr, Salarno and Turner. Absent: Commissioner Nichols.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Fanucchi reported that the proposed new location for the Glen Park Branch Library had been inspected by Library and Department of Public Works personnel and that an estimate of $1,970.00 for necessary refurbishing work had been prepared. A supplemental request for funds is to be submitted immediately to cover the costs of this work plus the increase in rental and the services of the Real Estate Department, the Chairman added.

A letter from Mr. Harold N. Wolfard, project architect for the new Excelsior Branch Library, was read by Chairman Fanucchi. Mr. Wolfard stated briefly the additional design factors which would have to be taken into consideration if off-street parking facilities are to be included in the building plans.

Following discussion on the desirability of combining public service facilities when this is appropriate and results in overall economy, Chairman Fanucchi asked that the Building, Development and Maintenance Committee meet soon with representatives of the Parking Authority, Mr. Wolfard and Excelsior District merchants spokesmen for the purpose of investigating in greater detail the ramifications of combining off-street parking facilities with the branch library building.

Chairman Fanucchi reported that final preliminary drawings for the Western Addition Branch Library should be completed and in the hands of the Bureau of Architecture by mid-December and then submitted to the Planning and Art Commissions for consideration by mid-January.

BOOKS AND ART COMMITTEE

Chairman Girdner reported progress for the Committee.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Commissioner Mohr, seconded by Commissioner Fanucchi and unanimously adopted that the following resolution be approved:

RESOLUTION #241

(See page following the minutes of this meeting.)

It was moved by Chairman Heavey, seconded by Commissioner Fleishhacker and

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unanimously adopted that the following resolution be approved:

RESOLUTION #242

RESOLVED That the Library Commission hereby requests that the amount of $4,200.00 be appropriated for the creation of two positions of 1424 Clerk-Typist; this is in accord with the general classification survey of the San Francisco Civil Service Commission; two positions of B-512 General Clerk-Typist to be deleted by this re-classification.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr called attention to Mr. John Pearson's monthly public relations activities report and noted particularly that twelve of the sixteen items mentioned newspaper publicity.

The activities and meetings for Trustees and Commissioners during the forthcoming California Library Association Conference were summarized by Chairman Mohr, who asked that Commissioners assist with hospitality duties on Thursday and Friday evenings, December 12th and 13th.

Other items reported by Chairman Mohr included the continuing program of refurbishing in the Main Library and the publication of book lists and other informational materials for patrons prepared and printed by the Library staff.

At the request of President Bransten Mrs. Carl W. Stern, President of the Friends of the Library, reported on that organization's current activities.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Fleishhacker reported that the survey of the Main Library building is nearing completion and he recommended that a meeting be held for the purpose of receiving and discussing the report and its implications. Following discussion it was agreed that a special meeting of the Commission be scheduled for 3:30 P.M. Tuesday, December 17, 1963.

FINANCE, AUDIT AND BUDGET COMMITTEE

The City Attorney's opinion with respect to the duties of the Library Commission in managing the Fuhrman and Waden bequests was summarized by Chairman Cox. He indicated that although there is currently a good balance between the cash on deposit and securities held for the Waden Bequest that consideration might well be given to disposing of some or all of the common stocks while the market is high.

Chairman Cox reported that in line with his suggestion made at the November Commission meeting the Department's financial statements will be presented to the Commission for consideration on a quarterly basis in the future. He moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the financial statement dated November 22, 1963 reflecting the status of expenditures and appropriation balances as of October 31, 1963. (See second page following minutes of this meeting.)

CITY LIBRARIAN'S REPORT

Mr. Holman introduced Miss Effie Lee Morris who had as her guest Miss Lelia Thomas, Regional Librarian of Kingston and St. Andrews, Jamaica. Miss Thomas summarized the recent strides made in library service in her country.

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President Bransten asked Miss Thomas to convey greetings and best wishes to her Board of Trustees from the San Francisco Public Library Commission.

Mr. Holman reported the following matters:

1. The preliminary designs for the Science and Technology Department are to be received from Mr. Bolles' office within the next three to four weeks;

2. The Rare Books and Special Collections Department will not be formally dedicated for several months because of the need for additional furnishings and other materials;

3. Unanticipated gifts had been received from an anonymous donor now living in Montreal, but who was formerly a resident of San Francisco.

Mr. Holman called the Commission's attention to a map of San Francisco with superimposed plastic circles indicating the service areas of the branch libraries. The circles, scaled to a one mile radius, indicated how completely the present branch system covers the City.

COMMUNICATIONS

From Philip L. Rezos, Director of Property, re: request that the Library Department include an amount in its 1964-65 budget to provide funds for the routine services of the Real Estate Department. Acknowledge and file.

From Appleton & Wolfard, architect, re: additional design considerations necessary if off-street parking to be included in the plans for the Excelsior Branch Library. BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE.

There being no further business to come before the Commission the meeting was declared adjourned to 3:30 P.M. Tuesday, December 17, 1963, a special meeting.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

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RESOLUTION No. 241

December 3, 1963

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November, 1963 be approved:

1422 Junior Clerk Typist

Marlene Modesti

1424 Clerk Typist

Patricia Raineri

1444 Clerk-Stenographer

William Maillard

3602 Library Page; p.t.

Patricia Conway
Adrienne Jackson
Frank Palomares
Frank Levy

01 Chauffeur

Joseph Hurley

3630 Librarian

Priscilla Langston

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1422 Junior Clerk Typist

Penny Sexton
Betty Young

3602 Library Page; p.t.

Eugene Zavala
Frank Levy
Juanita Johnson
Frank Gaviola

November 22, 1963

FINANCIAL COMMITTEE REPORT

Revolving Fund $2,000.00

Receipts for October 1963:

Fines	$6,954.30
Books Paid	871.70
Reserve Postals Sold	405.44
Miscellaneous Income	541.40
	$8,772.84

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	BUDGET 1963-64	EXPENDED OCTOBER	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,572,652.00	$117,110.46	$467,589.20	$1,105,062.80
Overtime Salaries	500.00		42.48	457.52
Temprrary Salaries	5,500.00	656.18	3,358.31	2,141.69
Wages	229,566.00	20,558.60	81,982.93	147,583.07
Contractual Services	110,523.22	2,779.54	83,126.37	27,396.85
Binding	55,000.00	6,572.94	28,208.00	26,792.00
Material and Supplies	48,520.00	7,806.52	24,907.11	23,612.89
Books and Library Material	365,000.00	40,947.01	170,574.34	194,425.66
Equipment	69,311.00	3,043.32	8,338.62	60,972.38
Membership Dues	1,106.00	296.13	354.13	1,751.87
Maint. & Repair of Auto	1,300.00	82.61	227.55	1,072.45
Reproduction Service	250.00	32.65	83.92	166.08
Telephone and Telegram	8,394.00	700.00	7835.55	558.45
Scavenger Service	1,900.00	163.71	654.84	1,245.16
Window Cleaning Service	5,500.00		5,393.00	107.00
Pest Control Service	300.00		294.00	6.00
Gasoline and Lubricants	1,500.00	100.00	474.21	1,025.79
Drygoods	231.81		219.86	11.95
Compensation Insurance	1,000.00		63.88	936.12
Retirement Allowance	94,482.00	7,800.00	31,200.00	63,282.00
Social Security Tax	29,550.00	2,460.00	9,840.00	19,710.00
Health Service	13,859.00	1,155.00	4,620.00	9,239.00
Rental of Branches	31,680.00	2,765.00	7,060.00	24,620.00
Fidelity Insurance	71.00			71.00
Auto & Glass Insurance	922.97	305.97	922.57	
Services of Other Dept.	17,248.00	1,437.00	5,748.00	11,500.00
Heat, Light and Power	40,680.00	2,870.36	11,807.53	28,872.47
TOTAL	$2,706,547.00	$219,643.00	$954,926.00	$1,751,620.20

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$59,530.00
Replacement and Reconstruction		4,820.00
Improvements		55,300.00
	TOTAL	$119,650.00

SAN FRANCISCO PUBLIC LIBRARY

December 23, 1963

Proceedings of the special meeting of the San Francisco Public Library Commission held Tuesday, December 17, 1963, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:45 P.M. by President Bransten.

The Pledge of Allegiance to the Flag was led by Commissioner Nichols.

On roll call the following were noted present: Commissioners Bransten, Cox, Fanucchi, Fleishhacker, Girdner, Heavey, Lepetich, Mohr, Nichols, Salarno and Turner.

It was moved by Commissioner Fanucchi and seconded by Commissioner Lepetich that the minutes of the regular Commission meeting held Tuesday, December 3, 1963, be approved as submitted. There being no objection, it was so ordered.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Fanucchi reported on the Committee meeting, held this date, for the purpose of considering the implications of including off-street parking in the plans for the Excelsior Branch Library building. The joint Finance and Public Buildings, Lands and City Planning Committee of the Board of Supervisors had asked that the Parking Authority and the Library Commission consider the feasability of this combined use of the Mission and Cotter Streets property, the Chairman stated. After hearing reports from Mr. Vining Fisher, General Manager of the Parking Authority, and Mr. Harold N. Wolfard, project architect for the library, the Committee reiterated the Commission's desire to cooperate with the Parking Authority, but took careful note of Mr. Wolfard's concern that planning for the joint use of a structure almost inevitably injects additional design problems for the architect.

Following discussion, it was moved by Commissioner Nichols, seconded by Commissioner Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #244

RESOLVED That the Library Commission hereby agrees to the dual use of its property at Mission and Cotter Streets for a library and off-street parking facility, subject to the determination of the Board of Supervisors that a need exists for such a parking facility at this location; provided also that there be no undue delay in the construction of the library because of the combined use, and subject to the condition that all additional costs including, but not necessarily limited to, architectural planning, engineering and construction be absorbed by the Parking Authority, and subject also to the opinion of the project architect as to the structural and aesthetic problems involved.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Fleishhacker reported that a Preliminary Report on the survey of the Main Library building had been received from Mr. John S. Bolles. The Chairman added that there were still unanswered questions with respect to just what should or could be done with the existing structure, particularly since Messrs. Ulveling and Mohrhardt, the other two members of the survey team, had not yet seen the two schemes, in their present form, as contained in the Preliminary Report.

Mr. Bolles and a member of his staff presented the two schemes in some detail.

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Scheme I calls for leaving the present building largely untouched, except to move the main entrance to the Fulton Street side, to remove the east end of the south wing to square off the existing structure and then to build an addition which would extend to the Hyde Street set back line. The estimated cost of Scheme I is $6.5 million.

Scheme II calls for the complete gutting of the present building and the construction of a new, functional library covering the entire site (exclusive of set backs). The estimated cost of Scheme II is $12.0 million.

Following discussion, Chairman Fleishhacker urged that the Preliminary Report be forwarded to Ulveling and Mohrhardt for their consideration and comments on both schemes.

It was moved by Chairman Fleishhacker, seconded by Commissioner Fanucchi and unanimously adopted that the consultants be directed to submit a combined and detailed final report on their survey of the Main Library building.

The business for which the special meeting was called having been considered, the meeting was declared adjourned to the call of the Chair.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

SAN FRANCISCO PUBLIC LIBRARY

February 17, 1964

Proceedings of the postponed regular meeting of the San Francisco Public Library Commission held Monday, January 27, 1964, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:15 P.M. by President Bransten.

The Pledge of Allegiance to the Flag was led by Commissioner Cox.

On roll call the following were noted present: Commissioners Bransten, Cox, Fanucchi, Fleishhacker, Girdner, Heavey, Nichols and Salarno.

It was moved by Commissioner Fleishhacker and seconded by Commissioner Heavey that the minutes of the special Commission meeting held Tuesday, December 17, 1963, be approved as submitted. There being no objection, it was so ordered.

President Bransten welcomed former Commissioners Lepetich and Turner, whose terms expired January 15, 1964, to the meeting.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Commissioner Heavey, seconded by Commissioner Fleishhacker and unanimously adopted that the following resolution be approved:

RESOLUTION #246

(See page following the minutes of this meeting.)

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Fanucchi reported that the Real Estate Department had informed the Library that the property at 2909 Diamond Street which the Commission had approved as the new location for the Glen Park Branch Library will probably be razed to make way for a Rapid Transit station facility. Since the Rapid Transit District is reported to be prepared to start acquiring properties in the Glen Park District as early as October 1964, another location should be sought for the branch immediately, Chairman Fanucchi stated.

It was moved by Commissioner Fleishhacker, seconded by Commissioner Cox and unanimously adopted that the following resolution be approved:

RESOLUTION #247

RESOLVED That the Library Commission hereby authorizes the submission of a Supplemental Appropriation Request in the amount of $2,227.20 for the purpose of securing a Release from James A. Silva and Aldo G. Cinquini and Phyllis Cinquini, his wife, to all their rights, title and interest in and to Lot 1 in Assessor's Block 6797, San Francisco, and the improvements thereon; required to permit acquisition of clear title to property required for the Excelsior Branch Library.

It was moved by Commissioner Nichols, seconded by Commissioner Heavey and unanimously adopted that the following resolution be approved:

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RESOLUTION #248

RESOLVED That the Library Commission hereby approves a Supplemental Appropriation Request in the amount of $20,000 to offset deficiency of funds required for the construction of the Western Addition Branch Library.

BOOKS AND ART COMMITTEE

Chairman Girdner reported progress for the Committee.

PUBLIC RELATIONS COMMITTEE

Commissioner Heavey called attention to Mr. John Pearson's monthly public relations activities report, a copy of which had been distributed to each Commissioner. The report stressed the public interest generated by the Alcatraz exhibit. Coming programs include a talk by Erskine Caldwell to be presented under the sponsorship of the Friends of the Library on Thursday, February 6th, and Sweden Week, to commence February 21st.

Mrs. Carl W. Stern, President of the Friends of the Library, reported the wide interest in the separate fund established to honor former Mayor Christopher, and set up as a part of the Friends Special Acquisitions Fund. Mrs. Stern also reported that the Friends had been able to assist in providing the advice and services of a professional decorator to aid in the planning of the furnishing of the Department of Special Collections, and, through the cooperation of President Bransten' father, an arrangement for the loan of two large globes from the Legion of Honor.

It was moved by Commissioner Cox, and seconded by Commissioner Nichols that letters of appreciation for their devoted service to the Commission and the Library be directed to former Commissioners Mohr, Lepetich and Turner. There being no objection, it was so ordered.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Fleishhacker informed the Commission that a report had just been received from Messrs. Ulveling and Mohrhardt, library planning consultant members of the Main Library Survey team, on the two schemes for the building as prepared by the office of Mr. John Bolles, architect member of the team. Since there had not been time to evaluate the report prior to the Commission meeting, Chairman Fleishhacker requested that the report be studied and recommendations readied by the Committee prior to the next Commission meeting.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Cox, seconded by Commissioner Salarno and unanimously adopted that the expenditures, in the amount of $595.00, made from the Fuhrman Bequest Fund during the month of December 1963, be approved.

Chairman Cox reported that he had carefully studied the Library Department's proposed 1964-1965 fiscal year operating budget, and had satisfied himself that it represented a continuation of the orderly development of the Library by reflecting the need for additional staff, equipment, books and improved procedures.

It was moved by Chairman Cox, seconded by Commissioner Fleishhacker and unanimously adopted that the Library's 1964-1965 operating budget, as recommended by the City Librarian, be approved and submitted to the Mayor and Board of Supervisors.

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CITY LIBRARIAN'S REPORT

Mr. Holman informed the Commission that San Francisco might be eligible to receive a per capita grant under the provisions of State Aid legislation recently enacted (A.B. 590). Mr. Holman explained that the per capita grants, for which San Francisco could apply, are the last to be considered, but if sufficient money remains in the appropriation San Francisco could qualify for approximately $59,900 in aid funds.

It was moved by Commissioner Nichols, seconded by Commissioner Salarno and unanimously adopted that the City Librarian be authorized to submit an application for a per capita grant under the provisions of the State Aid to Libraries legislation.

COMMUNICATIONS

From Mr. Martin L. Crimmins, Associate Regional Director, Foreign Policy Association, re: request that materials relating to the "Great Decisions" program for 1964 be made available for purchase through the branch libraries.

It was moved by Commissioner Cox, seconded by Commissioner Fleishhacker and adopted, Commissioner Nichols voting in the negative, that the request of the Foreign Policy Association be approved, provided the Library not be held responsible for any loss of money or materials which might occur by having the Great Decisions literature available for sale.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, March 3, 1964.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION No. 246

January 27, 1964

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December, 1963 be approved:

1422 Junior Clerk Typist	1424 Clerk Typist
Ivanora Barnes	Patricia Greenlee

3602 Library Page; part time

Greer Rockett
Abraham de la Rosa
Robert Bachecki
Lowell Young
Howard Gilbert
Betty Young

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1422 Junior Clerk Typist	3602 Library Page; part time
Ivanora Barnes	James Schroeder

February 25, 1964

Proceedings of the special meeting of the San Francisco Public Library Commission held Thursday, February 20, 1964, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Bransten.

The Pledge of Allegiance to the Flag was led by Commissioner Mohr.

On roll call the following were noted present: Commissioners Bransten, Callanan, Graves, Malone, Metro and Mohr. Absent, due to illness: Commissioner Johnson.

President Bransten reviewed the recent progress made by the Library Department in terms of increased staff, book and equipment appropriations, improved physical facilities and community support. However, he also pointed out for the benefit of the newly appointed members of the Commission that the present Main Library building limits certain additional improvements which are needed to further enhance the stature of the Library and the services it provides.

The program of subject departmentalization of the Main Library was summarized by the City Librarian. Mr. Holman also touched upon a number of operational problems including the shortage of professional librarians and clerical staff, book losses through thefts and non-returns, the need for refurbishing the older branch libraries and the protracted period required for a physical inventory of the Library's collections.

The possibility of State aid under recently enacted legislation was mentioned by the City Librarian, who added, however, that such aid for San Francisco would be forthcoming on a per capita basis and only after approved planning and establishment grants for other libraries had been financed first.

Mrs. Carl W. Stern, President of the Friends of the San Francisco Public Library, presented the background of that organization, its current aims and objectives. She voiced a plea for cooperation from the Commission in order that through joint effort the improvement of the Library could continue unabated.

The City Librarian and the Secretary briefly reviewed the important features of the Library Department's 1964-65 operating budget, mimeographed copies of which had previously been sent to all Commissioners.

Commissioner Mohr stressed the importance of the Greenaway Report which has continued to provide a blueprint for the improvement of the Library. The report has paid for itself over and over again, Commissioner Mohr added. She also summarized the organization and functions of the American Library Association and the California Library Association, and noted that each Commissioner would receive the monthly publications of these two professional organizations.

President Bransten announced that the election of Commission officers for the 1964 term would be held at the next regular Commission meeting.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, March 3, 1964.

Respectfully submitted:

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

SAN FRANCISCO PUBLIC LIBRARY

March 5, 1964

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, March 3, 1964, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Bransten.

The Pledge of Allegiance to the Flag was led by Commissioner Malone.

On roll call the following were noted present: Commissioners Bransten, Callanan, Graves, Johnson and Malone. Absent: Commissioners Metro and Mohr.

It was moved by Commissioner Malone and seconded by Commissioner Graves that the minutes of the special Commission meeting held Thursday, February 20, 1964, be approved as submitted. There being no objection, it was so ordered.

The Secretary called the Commission's attention to a brief mimeographed summary of the historical background and provisions of the Alfred E. Fuhrman and the Anna E. Waden bequests. It was requested that the Secretary prepare and send copies to each Commissioner of the inventories of real estate and securities held under the two bequests as well as the two recent opinions from the City Attorney relating to the Commission's responsibilities for the management of the bequest funds.

Commissioner Callanan moved, Commissioner Malone seconded and the the Commission by unanimous action approved the expenditures made from the Fuhrman Bequest Fund in the amounts of $956.45 and $186.46 for the months of January and February 1964, respectively.

It was moved by Commissioner Malone, seconded by Commissioner Graves and unanimously adopted that the financial statement dated December 31, 1963 detailing appropriation expenditures and balances through the second quarter of the 1963-64 fiscal year be approved. (See first page following the minutes of this meeting.)

Commissioner Malone moved, Commissioner Graves seconded and the Commission by unanimous action approved the adoption of the following resolution:

RESOLUTION #249

(See second page following the minutes of this meeting.)

It was moved by Commissioner Graves, seconded by Commissioner Johnson and unanimously adopted that the following resolution be approved:

RESOLUTION # 250

RESOLVED That the Library Commission hereby authorizes a request for supplemental appropriation in the amount of $500.00 for Overtime Salaries for the balance of the 1963-1964 fiscal year.

CITY LIBRARIAN'S REPORT

Mr. Holman reported that Mr. Martelle and Mrs. Stopple had met with Mr. John Bolles, architect member of the Main Library study team, and had requested that he and Messrs. Ulveling and Mohrhardt prepare a comprehensive and combined final re-

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port of their study of the building for submission to the Library Commission at its regular meeting to be held April 7, 1964.

The opening of the Science and Technology subject department is scheduled for August and the formal dedication of the Rare Books and Special Collections Department is scheduled for September of this year, the City Librarian reported.

Other items reported by Mr. Holman:

1. The Business Branch Library and member firms of the New York Stock Exchange will present a free series of lectures on investing on six Thursday evenings during March and April.

2. The inventory of the music holdings of the Art and Music Department has been completed and the report indicates a loss of 2,730 volumes out of a collection of approximately 15,000 over the past eleven years. (The percentage of loss, 1.6% per year, is in line with the experience of other large libraries which sustain a loss rate of 1 to 2% annually.)

3. Members of the Library staff will interview the 1964 University of California Library School class to encourage applications for entering positions in the San Francisco Public Library system.

Mr. Holman stressed the importance of continuous nation-wide recruiting efforts for librarians, and the necessity of being able to do so without the restriction of the residence requirement.

President Bransten welcomed the three members of the 1964 Grand Jury who comprise the Education and Libraries Committee. The Grand Jurors had met with Mr. Holman prior to the Commission meeting for the purpose of receiving a briefing on current Library projects and problems.

At the request of President Bransten, Mrs. Carl W. Stern, President of the Friends of the Library, reported on the current activities of that organization. She stressed the need for cooperation between the Friends and other civic and cultural groups and outlined the efforts being made to achieve that cooperation. Mrs. Stern also reported the success of Sweden Week, recent gifts made to the Library through the efforts of the Friends and the plans for National Library Week.

ELECTION OF OFFICERS

President Bransten declared that nominations were in order for the office of Commission President for the 1964 term.

Commissioner Malone nominated Commissioner Mohr for the office of President. The nomination was seconded by Commissioner Graves.

Commissioner Callanan moved and Commissioner Graves seconded that the nominations be closed. Commissioner Mohr was declared elected by unanimous vote.

President Bransten declared that nominations were in order for the office of Commission First Vice-President for the 1964 term.

Commissioner Callanan nominated Commissioner Malone for the office of First Vice-President. The nomination was seconded by Commissioner Graves.

President Bransten moved and Commissioner Graves seconded that the nominations

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be closed. Commissioner Malone was declared elected by unanimous vote.

President Bransten declared that nominations were in order for the office of Commission Second Vice-President for the 1964 term.

Commissioner Graves nominated Commissioner Callanan for the office of Second Vice-President. The nomination was seconded by Commissioner Johnson.

Commissioner Malone moved and Commissioner Graves seconded that the nominations be closed. Commissioner Callanan was declared elected by unanimous vote.

In the absence of President Mohr, First Vice-President Malone assumed the Chair He indicated that he would entertain a motion of commendation and sincere appreciation for the leadership of the Commission exercised by Commissioner Bransten during his term as President. Commissioner Graves so moved. The motion was seconded by Commissioner Callanan and unanimously adopted.

Commissioner Callanan asked if a display or exhibit of any kind was being prepared for St. Patrick's Day. The City Librarian indicated that exhibits are usually coordinated through the efforts of outside groups and that he was not aware of any particular plans for the observance of St. Patrick's Day. Commissioner Callanan recalled that a rack of appropriate books had been displayed in the circulation hall for St. Patrick's Day in 1963. Mr. Holman said this could probably be done again this year.

Commissioner Bransten moved, Commissioner Graves seconded and the Commission by unanimous action voted to extend its appreciation to Mrs. Stern, the City Librarian and the Secretary for their continuing help and guidance to the Commission and for their efforts in interpreting the needs as well as the accomplishments of the Library to the community.

There being no further business to come before the Commission, Commissioner Bransten moved and Commissioner Graves seconded that the meeting be adjourned to 3:30 P.M. Tuesday, April 7, 1964. It was so ordered.

Respectfully submitted,

Frank A. Clarvoe Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission

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FINANCIAL COMMITTEE REPORT

QUARTER ENDING DECEMBER 31, 1963

REVOLVING FUND $2,000.00

RECEIPTS FOR THE QUARTER:

Fines	$22,974.59
Books Paid	2,679.74
Reserve Postals Sold	953.76
Miscellaneous Income	1,452.10
TOTAL RECEIPTS	$28,060.19

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	BUDGET 1963-64	EXPENDED FOR THE QUARTER	EXPENDED TO-DATE	BALANCE
Permanent Salaries	$1,572,652.00	$352,834.60	$703,604.77	$869,047.23
Overtime Salaries	500.00	425.54	468.02	31.98
Temporary Salaries	5,500.00	1,291.02	4,093.15	1,406.85
Wages	229,566.00	61,325.14	122,759.47	106,806.53
Contractual Services	110,523.22	22,552.52	102,117.76	8,405.46
Binding	55,000.00	6,147.65	28,208.00	26,792.00
Material and Supplies	48,520.00	12,016.24	29,686.99	18,833.01
Books and Library Material	365,000.00	18,167.48	179,299.25	185,700.75
Equipment	69,315.00	7,881.82	17,881.82	52,083.18
Membership Dues	1,106.00	553.13	591.13	514.87
Maint. & Repair of Auto	1,300.00	305.77	450.71	849.29
Reproduction Service	250.00	85.25	136.52	113.48
Telephone and Telegram	8,394.00	2,545.33	4,843.36	3,550.64
Scavenger Service	1,900.00	491.13	982.26	917.74
Window Cleaning Service	5,500.00		5,393.00	107.00
Pest Control Service	300.00	86.58	160.48	139.52
Gasoline and Lubricants	1,500.00	314.85	602.30	897.70
Drygoods	232.00	110.24	230.89	1.11
Compensation Insurance	1,000.00	171.64	343.28	656.72
Retirement	94,482.00	21,000.00	41,930.00	52,552.00
Social Security Tax	29,550.00	5,367.00	10,731.00	18,819.00
Health Service	13,859.00	3,540.00	7,077.00	6,782.00
Rental of Branches	31,680.00	8,295.00	12,590.00	19,090.00
Fidelity Insurance	71.00			71.00
Auto and Glass Insurance	922.97		776.05	146.92
Services of Other Department	17,248.00	4,311.00	8,622.00	8,626.00
Heat, Light and Power	40,680.00	10,057.52	18,994.69	21,685.31
TOTAL	$2,706,551.19	$539,856.45	$1,301,923.90	$1,404,627.29

BUDGET TRANSFERRED TO THE DEPARTMENT OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$59,530.00
Replacement and Reconstruction		4,820.00
Capital Improvement		55,300.00
	TOTAL	$119,650.00

RESOLUTION No. 249

March 3, 1964

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February, 1964, be approved:

1404 Clerk	3602 Library Page; part time	
Donald Castle	Trudie Miller	Barbara Gernander
	Gary McGrew	Ronald Berryhill
2714 Janitor	Leroy Woods	James Calloway
	Joseph Akers	Richard Featherstone
Edward Maestras	John Mullane, Jr.	Jerome Carroll
	Judith Winters	Dennis Frey
1444 Clerk Stenographer	Michael Pearce	Philip McDonald
	Andrea Scannell	Jack Giessler
William T. Martland	David Rumberger	Mike Borkon

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1404 Clerk	3602 Library Page; part time	
Donald Castle	Charles Foster	Abraham De La Rosa
	Alan Mundy	Altha Young
	Stephen Ellis	John Stark
	Victor O'Hashi	Carol Lee
2714 Janitor	Imogene Walker	Julie O'Neill
	Gary Lucchesi	Lawrence Kenny
Robert Whitaker	Gregg Bender	Madeline Biffin
Edward Maestas	Cassandra Johnson	Michael Clear
	Edward Boden	Patricia Conway

SAN FRANCISCO PUBLIC LIBRARY

April 8, 1964

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, April 7, 1964, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Mohr.

The Pledge of Allegiance to the Flag was led by Commissioner Johnson.

On roll call the following were noted present: Commissioners Callanan, Graves, Johnson, Malone, Metro and Mohr. Absent: Commissioner Bransten.

It was moved by Commissioner Malone and seconded by Commissioner Metro that the minutes of the March Commission meeting be approved as submitted. There being no objection, it was so ordered.

President Mohr noted the guests in attendance at the meeting: Miss Shelley Lemon, Mr. Frank R. Andrews, Mr. Philip Sheridan, Mrs. Carolyn Lemon and Miss Pamela Moore, all students from the University of California School of Librarianship, Mrs. Carl W. Stern, President of the Friends of the Library, and Mr. Donovan Bess of The Chronicle.

The revised standing committee organization of the Commission was outlined by President Mohr. She read the names of Commissioners assigned to each committee and the duty statements defining each committee's area of activity and responsibility.

It was moved by Commissioner Callanan, seconded by Commissioner Graves and unanimously adopted that the by-laws of the Commission be amended to show the new standing committee structure, the new committee duty statements and the number of Commissioners constituting a quorum for meeting purposes.

The Secretary reported the following branch library matters:

1. A Supplemental Request, in the amount of $20,000.00, to provide sufficient additional funds for construction of the Western Addition Branch Library, will be considered soon by the Finance Committee of the Board of Supervisors. Mayor Shelley previously approved the Request.

2. To date, the Real Estate Department has been unable to find a substitute location for the Glen Park Branch Library. It may be necessary to serve the area by Bookmobile temporarily after the present branch is closed to make way the widening of Bosworth Street.

3. The Joint Finance and Public Buildings, Lands and City Planning Committee of the Board of Supervisors has not yet decided whether the Parking Authority should be directed to utilize the area below the proposed Excelsior Branch Library for an off-street parking facility. Plans for the branch structure can not proceed until this decision is made.

4. The Real Estate Department has prepared legislation for the consideration of the Board of Supervisors calling for proceedings under eminent domain to secure the site selected for the Waden Branch Library in the Bayview District, at a cost to the City of $55,000.00.

995

Commissioner Johnson asked that a letter be directed to interested citizen groups in the Western Addition advising them of the recent progress on the Western Addition Branch Library project, as noted above.

The City Librarian reported that Mr. Martelle and Mrs. Stopple had developed an outline of the points which, it is expected, will serve as a guide for the preparation of the final report by Messrs. Bolles, Ulveling and Mohrhardt on the Main Library building. Mr. Holman added that he hoped the report would be submitted prior to the May Commission meeting.

The Science and Technology Department should be opened to the public in September, and the formal dedication of the Rare Books and Special Collections Department should take place soon thereafter, Mr. Holman reported.

It was announced that the hearings on the Library's 1964-65 operating budget would be held at 3:00 P.M. Wednesday, April 8, with Mayor Shelley, and at 2:00 P.M. Wednesday, April 29, with the Finance Committee of the Board of Supervisors.

Mrs. Carl W. Stern, President of the Friends of the Library, reported on the following plans for National Library Week:

1. Advance meetings were held at three large branches, Mission, Richmond and Parkside, for the purpose of enlisting support for the Friends and impressing citizens with the importance of the Library's programs.

2. A very successful luncheon was held in tribute to the memory of poet Robert Frost on his birthday. An outstanding exhibit of Frost material will be held in the Main Library during National Library Week.

3. Dr. Harold Spears, Superintendent of Schools, has agreed to serve as honorary chairman of National Library Week.

4. A wine tasting has been scheduled for Sunday, April 12, and booths will be set up in a number of locations on April 13 to attract new library card applicants.

5. Mary McCarthy will be the speaker for the special Friends lecture to be presented in the Literature, Philosophy and Religion Department on the night of April 16.

6. Numerous window displays in stores and international exhibits in branch libraries have been scheduled.

It was moved by Commissioner Malone, seconded by Commissioner Johnson and unanimously adopted that Mr. Nat Schmulowitz, former Library Commissioner, be named chairman for the ceremonies marking the formal dedication of the Rare Books and Special Collections Department, and that the following resolution be forwarded to Mr. Schmulowitz:

RESOLVED That the San Francisco Public Library Commission hereby extends to Mr. Nat Schmulowitz, former Library Commissioner and gracious benefactor of the Library, its sincere appreciation and gratitude for his continuing interest in the development of the Library and its resources, and particularly for his regular and welcome contributions to the outstanding Collection of Wit and Humor which bears his name.

Commissioner Graves moved, Commissioner Malone seconded and the Commission by unanimous action approved the following resolution: (next page)

RESOLUTION #251

RESOLVED That the Library Commission hereby authorizes William R. Holman, City Librarian, to absent himself from the Library during the period April 28 to May 1, 1964, for the purpose of conducting recruiting interviews at the library schools at the University of Southern California and the University of California at Los Angeles.

It was moved by Commissioner Metro, seconded by Commissioner Callanan, and unanimously adopted that the following resolution be approved:

RESOLUTION #252

(See first page following the minutes of this meeting.)

A pilot program of patron self-charging of books was outlined by the City Librarian. Mr. Holman stated that there might be some adverse patron reaction to the system at first, but that other libraries had found it successful in reducing book losses.

There being no further business to come before the meeting, Commissioner Malone moved and Commissioner Johnson seconded that the meeting be adjourned to 3:30 P.M. Tuesday, May 5, 1964.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION No. 252

April 7, 1964

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March, 1964, be approved:

1404 Clerk

Beddecarre, Lawrence
McQueen, Joseph

1422 Junior Clerk Typist

Walton, Sylvia
Barnes, Ivanora
Dudley, Catherine

2714 Janitor

William, James

3602 Library Page; part time

Farley, Grady
Fung, Darlene
Ramey, Linda
Fischer, Catherine

3630 Librarian

Schroll, Donna

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1404 Clerk

Castle, Donald
Rousseau, Victor
Beddecarre, Lawrence

1422 Junior Clerk Typist

Ross, Patricia

3602 Library Page; part time

Berryhill, Ronald
Chin, Lorene
Drenton, Throdore
Herman, Bruce
Lee, William Jr.
Lynch, Virginia

May 6, 1964

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, May 5, 1964, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Mohr.

The Pledge of Allegiance to the Flag was led by Commissioner Callanan.

On roll call the following were noted present: Commissioners Bransten, Callanan, Graves, Johnson, Malone, Metro and Mohr.

It was moved by Commissioner Metro and seconded by Commissioner Graves that the minutes of the April meeting be approved as submitted. There being no objection, it was so ordered.

ADMINISTRATION AND PERSONNEL COMMITTEE

It was moved by Chairman Callanan, seconded by Commissioner Malone and unanimously adopted that the following resolution be approved:

RESOLUTION #253

(See first page following the minutes of this meeting.)

Chairman Callanan asked that the Administration and Personnel Committee meet with Mr. Holman prior to the next regular meeting of the Commission to take up certain matters which have been referred for study.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Graves reported the hearings on the Library Department's 1964-65 operating budget conducted by Mayor Shelley and the Finance Committee of the Board of Supervisors.

It was moved by Chairman Graves, seconded by Commissioner Metro and unanimously adopted that the following resolution be approved:

RESOLUTION #254

RESOLVED That the Library Commission hereby approves a transfer of $2,000.00 from the Retirement Appropriation to the credit of Contractual Services $200.00, Telephone and Telegraph $900.00, and Health Service $900.00, to provide sufficient funds for the balance of the fiscal year ending June 30, 1964.

Chairman Graves moved, Commissioner Malone seconded and the Commission by unanimous action approved the Library Department's financial statement reflecting expenditures and appropriation balances for the quarter ending March 31, 1964. (See second page following the minutes of this meeting.)

It was moved by Chairman Graves, seconded by Commissioner Malone and unanimously adopted that the expenditures, in the total amount of $835.65, made from the Fuhrman Bequest Fund during the month of April 1964 be approved.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone suggested that a Committee meeting might be necessary prior to

the next Commission meeting to discuss pending branch library projects as well as the survey of the Main Library building which is expected to be received from the consultants within the next few days.

The Secretary reported that a decision has not yet been made by the Board of Supervisors regarding the possible joint use of the property at Mission and Cotter Streets for the Excelsior Branch Library and an off-street parking facility. It was suggested that another letter be directed to Supervisor Tinney, Chairman of the Joint Finance and Public Buildings, Lands and City Planning Committee, pointing out that this needed new branch facility is being delayed because we are still awaiting the Committee's decision.

The Real Estate Department has been advised by the Bay Area Rapid Transit District that the property at 2909 Diamond Street may not be required for a station facility after all, the Secretary reported. Because of the Library's interest in this property for the re-located Glen Park Branch Library Commissioner Callanan moved, Commissioner Metro seconded and the Commission by unanimous action granted to the Buildings, Development and Main Library Committee the power to act to make possible the expeditious preparation of a lease and related documents in an effort to secure this property prior to the time the premises at 700 Bosworth Street must be vacated.

President Mohr commented on the need for improving the appearance and service potential of some of the rented branch libraries. In reply to President Mohr's specific comments about the Ingleside Branch Library, the City Librarian indicated that consideration might well be given to relocating this extension on Ocean Avenue.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Chairman Metro called the Commission's attention to Mr. John Pearson's monthly public relations activities report which detailed the many programs held in connection with the observance of National Library Week.

Mrs. Carl W. Stern, President of the Friends of the Library, was asked by Chairman Metro for her observations on National Library Week and a report on current Friends activities. Mrs. Stern termed National Library Week a tremendous success, and outlined the role of the Friends in assisting the Library with programs and exhibits and also with the presentation of the annual budget.

It was moved by Chairman Metro, seconded by Commissioner Callanan and unanimously adopted that the appreciation of the Commission be extended to the Friends and to the Library staff for the time and effort expended in making National Library Week an outstanding event.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. A program of patron self-charging of books will be inaugurated at the Noe Valley Branch Library on May 7. It is expected that the new system will be extended to other libraries after the trial period.

2. Plans are being prepared for more comprehensive programs of personnel evaluation and in-service training.

3. The contract will be awarded soon for the refurbishing of the service desks in seven of the older branch libraries.

4. The construction contract for the Science and Technology subject department is to be certified by May 9, according to the Bureau of Architecture.

President Mohr suggested that the Commissioners would find it informative to visit the various public and non-public departments of the Main Library. A visit to one department each Commission meeting day will be scheduled.

Attendance at professional meetings was outlined by President Mohr. She informed the Commission that the Library is ordinarily represented by three official delegates to the American Library Association and California Library Association conferences.

Commissioner Malone moved, Commissioner Callanan seconded and the Commission by unanimous action voted to allow one Commissioner, the City Librarian and one staff member, to be chosen by the City Librarian, to attend the American Library Association Conference to be held in St. Louis, June 28 - July 4, 1964, and, further that it be left to President Mohr's discretion whether she will attend as the Commissioner-delegate or name another member of the Commission.

There being no further business to come before the Commission the meeting was declared adjourned to 3:30 P.M. Wednesday, June 3, 1964.

Respectfully submitted,

Frank A. Clarvoe Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 253

May 5, 1964

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of April, 1964, be approved:

3610 Library Assistant

Ceresa, Davis Michael

1424 Clerk Typist

Joyce, Betty A.

7426 Elevator Operator

Cantu, Jose Maria

8208 Watchman

Jackson, Henry Galo

3602 Library Page PTAN

Chappell, Branden Wesley
Gaspar, John
Gordier, Russell Wesley
Logman, William Edward
McNulty, Hazel Eilene
Paulino, Louis Cepeda
O'Rourke, Philip Girard
Smith, Samuel Pryor
Tobin, William J.
Williams, James Samuel

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1422 Junior Clerk Typist

Barnes Ivanora

1424 Clerk Typist

Greenlee, Patricia O.

8202 Watchman

Lempres, Nick

3602 Library Page PTAN

Brown, Raymond T.
Carrillo, Frank
Davis, Susan
Dickson, Hugh
Gilbert, Howard
Singer, Donald
Vinson, Sharon
Yow, Douglas

FINANCIAL COMMITTEE REPORT

QUARTER ENDING MARCH 31, 1964

REVOLVING FUND $2,000.00

RECEIPTS FOR THE QUARTER:

Fines	$25,008.93	
Books Paid	3,778.34	
Reserve Postals Sold	985.16	
Miscellaneous Income	1,514.65	
TOTAL RECEIPTS		$31,287.08

****

	BUDGET 1963-64	EXPENDED FOR THE QUARTER	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,572,652.00	$361,779.43	$1,065,384.20	$507,267.80
Overtime Salaries	500.00	31.86	499.88	.12
Temporary Salaries	5,500.00	207.05	4,300.20	1,199.80
Wages	229,566.00	53,458.38	176,217.85	53,348.15
Contractual Services	110,523.22	5,848.32	108,105.18	2,418.04
Binding	55,000.00	10,320.52	53,470.34	1,529.66
Material and Supplies	48,520.00	13,048.69	42,241.89	6,278.11
Books and Library Material	365,000.00	69,973.91	249,303.16	115,696.84
Equipment	69,311.00	8,651.68	54,481.71	14,829.29
Membership Dues	1,106.00	80.47	722.11	383.89
Maint. & Repair of Auto	1,300.00	636.36	1,204.96	95.04
Reproduction Service	250.00	73.88	210.40	39.60
Telephone and Telegraph	8,394.00	689.08	7,123.94	1,270.06
Saavenger Service	1,900.00	163.71	1,473.39	426.61
Window Cleaning Service	5,500.00		5,393.00	107.00
Pest Control Service	300.00	51.45	208.40	91.60
Gasoline and Lubricants	1,500.00	100.00	984.09	515.91
Drygoods	231.81		230.89	.92
Compensation Insurance	1,000.00	57.88	586.32	413.68
Retirement Allowance	94,482.00	21,000.00	62,920.00	31,562.00
Social Security Tax	29,550.00	7,380.00	22,140.00	7,410.00
Health Service	13,859.00	3,465.00	10,542.00	3,317.00
Rental of Branches	31,680.00	8,295.00	20,885.00	10,795.00
Fidelity Insurance	71.00			71.00
General Insurance	922.97		776.05	146.92
Services of Other Department	17,248.00	4,311.00	12,933.00	4,315.00
Heat, Light and Power	40,680.00	10,931.51	29,926.17	10,753.83
TOTAL	$2,706,547.00	$580,555.18	$1,932,264.13	$774,282.87

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$59,530.00
Replacement and Reconstruction		4,820.00
Capital Improvement		55,300.00
	TOTAL	$119,650.00

SAN FRANCISCO PUBLIC LIBRARY

June 11, 1964

Proceedings of the regular meeting of the San Francisco Public Library Commission held Wednesday, June 3, 1964, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Mohr.

The Pledge of Allegiance to the Flag was led by Commissioner Bransten.

On roll call the following were noted present: Commissioners Bransten, Callanan, Johnson, Metro and Mohr. Absent: Commissioners Graves and Malone.

It was moved by Commissioner Metro and seconded by Commissioner Johnson that the minutes of the May meeting be approved as submitted. There being no objection, it was so ordered.

President Mohr introduced Mr. G. William Gahagan, Executive Secretary, California Friends of Robert Frost. Mr. Gahagan displayed photographs of the ornamental plaque, a bronze bas-relief by sculptor Francis Sedgweck, which had been unveiled at the luncheon honoring the poet on the occasion of his ninetieth birthday anniversary on March 26, 1964. Mr. Gahagan expressed the hope that an appropriate permanent location could be found for the plaque, but that in the meantime it could be temporarily housed and displayed in the Main Library.

Responding for the Commission President Mohr thanked Mr. Gahagan for his interest and generosity and assured him that the Library Department would be pleased to house and exhibit the plaque until a suitable permanent installation could be arranged.

President Mohr introduced Mrs. Henrietta V. Harris, spokesman for a group representing the student body of the John Adams Adult High School. Mrs. Harris explained that her group wished to present a set of the Britannica Junior Encyclopaedia to the Library as a memorial gift in the name of Mr. William Sherrod, a member of the Library staff at the time of his death.

The following resolution was read by a member of the presentation committee:

WHEREAS William Sherrod rests from his labor as a result of the immutable law designated to humanity. In view of this phenomenon, we candidly regret our loss; and

WHEREAS he graduated from Lincoln University in Jefferson City, Missouri, and served in the Art of teaching over twenty years; and

WHEREAS he did graduate work at St. Louis University, after which he taught elementary and junior high school; also, served as a coach for the football and basketball teams; and

WHEREAS he did graduate work at the University of San Francisco, California; upon completion of his courses, he taught in various Adult High Schools, namely: Benjamin Franklin, Gompers, John Adams Adult High School; in addition

WHEREAS he served as police guard at the Main Library for over two years. In his memory, the Library Union Local 450 set up a scholarship fund; and

WHEREAS he received many awards of honor and certificates of merit as a result

of his beneficent community service. Furthermore, he was a member of such outstanding societies as the International Grand Temple, and the Tabernacle Knights and Daughters of the World, the Alpha Phi Fraternity, the Imperial Council, and was the Past Potentate of AAhmes Temple of the Shriners; and

WHEREAS he devoted all his skill and knowledge to the development of every potential and ability in his students to the end that today they are successful in their desired courses of study; and

WHEREAS he gave generously of himself to encourage, inspire, and assist those students who were fortunate enough to have been personally associated with this wise and gentle teacher; and

WHEREAS he has proved himself a generous teacher, a warm and thoughtful associate, and a man endowed as much with openness of heart and hand as with wisdom, so that his name is a legend in the student body and he is loved for what he was more than for what he has done; therefore be it

RESOLVED That the Committee members, the associated faculty members, and the entire student body of the John Adams Adult High School do commend and dedicate this Britannica Junior Encyclopaedia Set, consisting of fifteen volumes to the Main Branch of the San Francisco Public Library, to be used by the general public, our descendants, and whomsoever may desire; and be it

FURTHER RESOLVED that for his devotion to us and his unstinting loyalty and leadership in our behalf, we conclude that he rest from all his labours, and his works do follow him.

The appreciation of the Library Commission and Department for this kind and thoughtful gift was expressed by President Mohr. The Secretary was directed to transmit copies of these minutes to Mrs. Sherrod and her family and to Mrs. Harris representing the presentation committee.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Graves, the Secretary called the Commission's attention to the list of expenditures made from the Fuhrman Bequest Fund during the month of May.

It was moved by Commissioner Callanan, seconded by Commissioner Metro and unanimously adopted that the expenditures made from the Fuhrman Bequest Fund, in the total amount of $471.05, be approved.

BUILDING, DEVELOPMENT, MAIN LIBRARY COMMITTEE

In the absence of Chairman Malone, Vice-Chairman Bransten reported that a meeting of the Committee had been held on Tuesday, May 26, 1964, for the purpose of considering the recently received report on the study of the Main Library building. Commissioner Bransten stated that the Committee would consider the three alternative plans suggested in the report to provide San Francisco with a functional Main Library, and would also attempt to determine the most propitious time for the introduction of a bond issue proposal.

The following branch library development matters were reported:

1. Western Addition Branch Library. The additional $20,000.00 required for

construction of the branch was approved by the Board of Supervisors. The project architect will be authorized to prepare final working drawings and specifications.

2. Excelsior Branch Library. The Joint Finance and Public Buildings, Lands and City Planning Committee of the Board of Supervisors has not yet reached a decision regarding the suggested joint use of the Mission and Cotter Streets property for the branch library and an off-street parking facility.

It was moved by Commissioner Bransten, seconded by Commissioner Callanan and unanimously adopted that the Library Commission recommend against joint use of the Mission and Cotter Streets property, since the latest information received from the Parking Authority indicates little present or future demand for off-street parking at this particular location.

The Secretary was directed to communicate the Commission's decision to Supervisor Tinney, Chairman of the Supervisors' Joint Committee, and to propose that a meeting be held, if necessary, with the Committee and representatives of the Parking Authority in order that the Excelsior Branch Library project may be speeded.

3. Approval of the lease and supplemental request for funds to permit the use of the property at 2909 Diamond Street for the Glen Park Branch Library was reported by the Secretary.

4. Independent appraisals have been made of the property selected for the Anna E. Waden Branch Library in the Bay View District, the Secretary reported. The Real Estate Department will next introduce legislation for the consideration of the Board of Supervisors to permit acquisition of the property under eminent domain proceedings.

ADMINISTRATION AND PERSONNEL COMMITTEE

Chairman Callanan moved, Commissioner Metro seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #256

(See first page following the minutes of this meeting.)

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Chairman Metro called the Commission's attention to Mr. John Pearson's public relations activities report for the month of May.

It was moved by Chairman Metro, seconded by Commissioner Johnson and unanimously adopted that the following resolution be approved:

RESOLUTION #257

WHEREAS The San Francisco Public Library Commission officially recognizes the Friends of the San Francisco Public Library as a dedicated supportive organization of the Library and its programs; and

WHEREAS In the course of preparing and sending various publications for the Friends of the San Francisco Public Library, the Library Department has provided postage, materials and supplies and other assistance; and

WHEREAS The Friends of the San Francisco Public Library have agreed to reimburse the Library Department for postage and such materials and supplies as mutually agreed upon, now therefore be it

RESOLVED That the San Francisco Public Library Commission hereby authorizes and requests that reimbursement to the San Francisco Public Library from the Friends of the San Francisco Public Library be accepted.

Referring to the matter of the acceptance of the Robert Frost plaque, Chairman Metro expressed the hope that this fine memorial could be displayed in or near the Literature, Philosophy and Religion Department where Frost's writings are available.

CITY LIBRARIAN'S REPORT

Mr. Holman reported that the self-charging circulation system appears to be working well at the Noe Valley Branch Library. The system will be expanded and put into operation in other branches soon after the start of the new fiscal year when the necessary supplies can be purchased.

It was moved by Commissioner Metro, seconded by Commissioner Callanan and unanimously adopted that the City Librarian's request for leave for the period June 25 to August 14, 1964, be approved.

President Mohr introduced Mrs. Elizabeth Carroll, member of the Library Board of the Sausalito Public Library, and Mrs. David E. Lombardi representing Mrs. James Abrahamson of the League of Women Voters.

Mrs. Lombardi outlined the League's study procedure and how it will apply to the recently approved study to be made of the San Francisco Public Library.

The Secretary was directed to inform the League of Women Voters and the Friends of the Library of meetings of the Building, Development, Main Library Committee to be held for the purpose of discussing and studying the survey of the Main Library building.

There being no further business to come before the Commission the meeting was declared adjourned to 3:30 P.M. Tuesday, August 4, 1964.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 256

June 3, 1964

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of May, 1964, be approved:

1424 Clerk Typist

Berglund, Marie Claire

1422 Junior Clerk Typist

Vasquez, Manuel
Waters, Adrienne

3630 Librarian

Morehead, Joseph H. Jr.

3602 Library Page PTAN

Bauman, Larry Dean
Case, Sue-Ellen
Chin, Florence
Feldman, Bernard
Holloway, Charles
Krauss, Velga
Parker, Barry
Smith, Michael Gordon
Yung, Judy

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1422 Clerk Typist

Waters, Adrienne

3630 Librarian

Drake, Sylvia

3602 Library Page PTAN

Bessie, Eva
Breggs, Barbara Ann
Brown, Raymond T.
Chappell, Brandon Wesley
Compagna, Anthony J.
Frey, Dennis
Fromm, Carolee
Gee, Derrell
Graff, William
Hunter, Maureen
Lee, Melvyn
Luke, Charles
Lum, Philip
Martins, Diane
O'Neal, Michael
Reinheimer, Elliott
Stark, James E.
Williams, Billy Ray

August 14, 1964

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, August 4, 1964, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Mohr.

The Pledge of Allegiance to the Flag was led by Commissioner Callanan.

On roll call the following were noted present: Commissioners Callanan, Graves, Johnson, Malone and Mohr. Absent: Commissioner Bransten.

It was moved by Commissioner Callanan and seconded by Commissioner Johnson that the minutes of the June meeting be approved as submitted. There being no objection, it was so ordered.

President Mohr welcomed Miss Mary Louise Stong, representing the Friends of the Library, and Mrs. Harry Weinstein, representing the League of Women Voters.

PUBLIC RELATIONS, BOOKS AND ART COMMITTEE

Commissioner Johnson called the Commission's attention to the mimeographed copies of the Library's public relations activities reports for the months of June and July.

Mr. David E. Belch, newly-appointed Information Officer for the Library Department, was introduced to the Commission by President Mohr.

An outstanding motion picture on library service, including a scene showing children reading picture books at the San Francisco Public Library, was shown at the American Library Association Conference in St. Louis, President Mohr reported.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Graves moved, Commissioner Callanan seconded and the Commission by unanimous action approved the Library Department's financial statement for the quarter ended June 30, 1964. (The report, which appears as the first page following the minutes of this meeting, shows the status of all appropriations and balances at the end of the 1963-64 fiscal year.)

It was moved by Chairman Graves, seconded by Commissioner Malone and unanimously adopted that the expenditures made from the Fuhrman Bequest Fund and the Sutro Fund during the month of July be approved. ($2,734.42 expended from the Fuhrman Bequest Fund and $761.51 from the Sutro Fund.)

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone reported the following branch library matters:

1. The project architect is on schedule on the final plans and specifications for the Western Addition Branch Library.

2. A meeting of the Joint Finance and Public Buildings, Lands and City Planning Committee of the Board of Supervisors was held on Wednesday, July 22, 1964. Despite the testimony of Mr. John Sullivan of the Parking Authority that off-street public parking would not meet the needs of the district at the library location at

Mission and Cotter Streets, the Joint Committee again took the matter of joint use of the property under submission.

3. The refurbishing of the new quarters for the Glen Park Branch Library at 2909 Diamond Street has been completed. Books and furniture are being moved from the old to the new location. It is expected that the branch will be opened to the public on or about August 10.

4. The Board of Supervisors voted the authority to acquire the property at Third and Revere Streets for the Anna E. Waden Branch Library by eminent domain on April 17, 1964. The Real Estate Department expects to present the owners with the appraisals of the property by August 7. If, on the basis of the appraisal figures, the owner is still reluctant to sell, the eminent domain action will be filed after thirty days.

The status of the alteration project to prepare the former "movie room" for the Science and Technology Department and the proposed date of October 1, 1964 for the formal dedication of the Rare Books and Special Collections Department were reported by Chairman Malone.

The meetings of the Committee held July 7 and July 28, 1964, were rported by the Chairman. The topic considered at both meetings was how best to implement the recommendations contained in the recently-completed survey of the Main Library building. Since any major alteration or replacement project would most certainly involve the introduction of a bond issue proposal, the procedures followed in other large cities with respect to this point were also discussed by the Committee, Chairman Malone stated. He added that he hoped to schedule another Committee meeting at 3:30 P.M. Tuesday, August 18, 1964.

ADMINISTRATION AND PERSONNEL COMMITTEE

It was moved by Chairman Callanan, seconded by Commissioner Graves and unanimously adopted that the following resolutions be approved: (See second and third pages following the minutes of this meeting for Resolutions #258 and #259.)

ASSISTANT CITY LIBRARIAN'S REPORT

Mr. Martelle reported the following matters:

1. Two outstanding exhibits in the Main Library, one of photographs of San Francisco on the third floor, and the Gertrude Stein exhibit, marking the anniversary of her 90th birthday, on the second floor.

2. The self-charging circulation system is now in use in four branch libraries. When Glen Park Branch opens in its new quarters the system will be introduced there as well.

The Secretary introduced the following resolution as an off-calendar matter:

RESOLUTION #260

RESOLVED That the Library Commission hereby asks approval of a Supplemental Budget Request in the amount of $300.00 to offset the anticipated deficit in funds appropriated for Scavenger Service for the fiscal year 1964-65.

COMMUNICATIONS

From Miss Effie Lee Morris, Coordinator, Children's Library Activities, re:

gift to the Children's Department of 54 dolls from various countries presented by Mrs. W. W. Boardman.

It was moved by Commissioner Johnson, seconded by Commissioner Malone and unanimously adopted that Mrs. Boardman receive the Commission's expression of appreciation for her generous gift.

From Mr. William L. Ramirez, Principal Librarian, Department of Rare Books and Special Collections, re: addition of 322 books to the Schmulowitz Collection of Wit and Humor during the period January 1 to June 30, 1964, bringing the total collection to 13,087 volumes. Filed.

From Mr. Thomas M. O'Connor, City Attorney, re: Opinion No. 67-17, relating to the original provisions attending the gift of $375,000 by Mr. Andrew Carnegie to assist in the construction of the present Main Library building. BUILDING, DEVELOPMENT, MAIN LIBRARY COMMITTEE.

There being no further business to come before the Commission the meeting was declared adjourned to 3:30 P.M. Tuesday, September 1, 1964.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

July 22, 1964

FINANCIAL COMMITTEE REPORT

FISCAL YEAR ENDING JUNE 30, 1964

REVOLVING FUND $ 2,000.00

RECEIPTS FOR APRIL, MAY & JUNE, 1964:

Fines	$ 3,309.38
Books Paid	27,000.29
Reserve Postals Sold	966.80
Miscellaneous Income	1,416.63

TOTAL RECEIPTS $32,693.10

****

	BUDGET 1963-64	EXPENDED FOR THE QUARTER	EXPENDED FISCAL YEAR 1963-64	BALANCE
Permanent Salaries	$1,573,152.00	$365,351.69	$1,431,646.48	$141,505.52
Overtime Salaries	910.68	410.71	910.59	.09
Temporary Salaries	5,500.00		4,502.65	997.35
Wages	230,768.36	54,902.44	230,768.36	
Contractual Services	110,923.22	1,983.46	110,088.64	834.58
Binding	53,654.89	14,256.66	53,526.25	128.64
Material & Supplies	48,520.00	5,805.30	48,047.19	472.81
Books & Library Materials	365,398.30	115,665.05	364,968.21	430.09
Equipment	69,311.00	6,855.47	67,794.84	1,516.16
Membership Dues	1,106.00	127.29	849.40	256.60
Maint. & repair of Auto	1,500.00	271.58	1,476.54	23.46
Reproduction Service	322.00	76.50	286.97	35.03
Telephone & Telegraph	9,734.94	2,530.49	9,564.44	170.50
Scavenger Service	2,046.73	691.13	2,000.81	45.92
Window Cleaning Service	5,428.00		5,393.00	35.00
Pest Control Service	300.00	51.45	259.85	40.15
Gasoline & Lubricants	1,500.00	271.47	1,297.53	202.47
Drygoods	231.81		230.89	.92
Compensation Insurance	1,000.00	53.88	747.96	252.04
Retirement Allowance	92,482.00	20,166.00	85,664.00	6,818.00
Social Security Tax	29,550.00	8,865.00	29,550.00	
Health Service	13,139.00	1,095.00	13,139.00	
Rental of Branches	33,060.00	2,955.00	29,380.00	3,680.00
Fidelity Insurance	71.00		71.00	
General Insurance	340.97	10.00	315.97	25.00
Services of Other Dept.	17,248.00		17,248.00	
Heat, Light & Power	40,680.00	8,788.63	40,505.34	174.66
TOTAL	$2,707,878.90	$611,194.20	$2,550,233.91	$157,644.99

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$59,530.00
Replacement and Reconstruction		6,820.00
Capital Improvement		55,300.00
	TOTAL	$121,650.00

RESOLUTION NO. 258

July 7, 1964

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of June, 1964, be approved:

3630 Librarian

Simmie Romero
Joseph Wilson Thorn

3610 Library Assistant

George W. Dillon

1424 Clerk Typist

Linda Ann Ramey

1422 Jr. Clerk Typist

Kevin Robert Gregg
Ellen Hantzsche

1402 Jr. Clerk

James E. Bealum

2714 Janitor

Richard E. Blackburn

3602 Library Page PTAN

Christian Gerald Bechtle
Gregg John Bender
Eva Christine Bessie
Edna Marie Brandt
David Joseph Centner
Cory Drefke
Claire Gorfinkel
Daniel Kennedy
Phyllis Mo
Sherrell Eileen Murphy
Louis Silberman
Dale Frederick Smith
Gary Vaughn Tom
John Michael Whelton
Elliott Wu

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1422 Jr. Clerk Typist

Elizabeth H. Hogan

1402 Jr. Clerk

Manuel Vasquez

2714 Janitor

Richard E. Blackburn
James E. Williams

3602 Library Page PTAN

Nancy Heath Allan
Barbara Brandi
Alan J. Canterbury
Charlotte Givens
William Hystad
Michael John Lee
Brian G. MacDonald
John Patrick Mullane, Jr.
John Gerald Reardon
Jan Hilda Ring
William Jerry Starks
William J. Tobin
William H. Wollman
Leary Wong
Barbara Bartels

RESOLUTION NO. 259

August 4, 1964

RESOLVED that the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of July, 1964, be approved:

1422 Junior Clerk Typist

Ivanore Barnes
Patti Lindon
Barbara Jean Murray
Patricia Mary Raineri
Patricia Savedra
Adrienne Marie Waters

2714 Janitor

Willie Mann

3630 Librarian

Betsy Jo Linzey

3630 Librarian PTAN

Virginia McCormick

3602 Library Page PTAN

Walter Lee Hight, Jr.
Carol Edna Page
Rodolfo Ramos
Justo Robles, Jr.
Christine Dolores Williams
Fred Charles Wright

AND FURTHER that the following resignations of non-Civil Service, part time and temporary positions be accepted:

3630 Librarian

Joe Wilson Thorn

1422 Junior Clerk Typist

Adrienne Marie Waters

2714 Janitor

Charles E. Washington

3602 Library Page PTAN

Larry Dean Bauman
Margene J. Fanucchi
Claire E. Gorfinkel
Marianne Levy
Donald C. Whitton
James Samuel Williams
Jonas A. Williams

REPORT OF COMMISSIONER L. V. MOHR ON ATTENDANCE AT AMERICAN LIBRARY TRUSTEE ASSOCIATION INSTITUTE AND AMERICAN LIBRARY ASSOCIATION CONVENTION, ST. LOUIS, JUNE 26 TO JULY 3, 1964:

The primary purposes of the American Library Trustee Association, within the framework of the American Library Association, are to represent the viewpoints of library trustees in a professional association and to conduct activities which will educate and prepare trustees to better fulfill their responsibilities to the libraries and communities they serve.

This year's meeting brought 280 library trustees from forty states and two from Guam. California was represented by twelve. It is difficult to be entirely factual in a report such as this, because so much is gained from the personal contacts and from the personal discussions which are stimulated by the exchange of ideas.

Upon arrival, after quick registration, I immediately joined the deliberations of the Action Development Committee. This is a large committee with many subdivisions. Policies, procedures, and goals are discussed here. Much of the planning for the committee was done at the Mid-Winter meeting. I served on the Public Relations Section. The work was handled through correspondence from January to June. This subcommittee discussed and made the recommendation to the chairman that the Trustees take a more active part in legislative matters which affect libraries on both the state and the national level. It also again urged that "Friends of the Libraries" be included in the ALTA Division.

The first session of the Pre-Conference Trustee Institute opened on Saturday morning. The keynote address, "Human Motivations," was presented by Dr. Fred McKinney, Professor of Psychology, University of Missouri. His theme was, "Satisfying the needs of people is the primary role of the librarian." He went on to describe the importance of understanding the library patron and how a knowledge of psychology can be of great assistance to a librarian. He said, "When you see frustration . . . look for aggression," and cited case histories to prove this point. The balance of the morning was devoted to group discussions on topics pertaining to recruitment and development of attitudes and policies attractive to a competent staff and administrator. The San Francisco Public Library has established policies on most of the topics, and these act as our guide lines. It is surprising to find that many library boards do not have written policies on many of the topics that were discussed. The talk became quite heated in some groups where the positions of the smaller libraries differed from those of the larger ones.

The afternoon session on "Knowing the Requirements of Good Library Service and Facilities" was again presented by three speakers. A question period brought out many interesting and diverse problems.

"A Night at the Opera" was the evening divertissement. This was a bus trip, picnic supper, and attendance at the great outdoor theater seating 12,000 persons. "Show Boat" was the play, and it seemed so right for the setting and the warm, humid, Mississippi River night. The Sunday sessions continued with the "Role

of the Board Member" being the topic. This was presented in the manner of role playing; and although the case was an extreme one and was acted in an exaggerated manner, there were points brought out that gave reason for trustees to re-examine their own board procedures.

The National Assembly of State Trustee Associations held their annual meeting with fifty delegates and/or alternates present. This group reevaluated the position of State Trustee Associations and how they can aid in the separate states to upgrade libraries and professional standards and also develop closer relationships between national associations and trustees on the local level. A membership committee report was given by Mrs. Ruth Caldwell, Commissioner of Oakland and the national chairman on membership. ALTA now has a total membership of 2,168 persons.

Some states, namely New York, have a "Library Trustee Foundation" which has done a remarkable job of getting financial assistance for libraries on all levels of government. Membership in trustee organizations was urged as a means of making the entire nation aware of the needs of libraries and of the steps in securing better library service.

The ALA meetings opened Sunday night at the Auditorium with Francis Keppel, U. S. Commissioner of Education in Washington, as speaker. His speech was one of the best of the conference, and libraries and librarians throughout the nation should be appreciative of his keen interest in and knowledge of library problems. He is an entertaining and able speaker as well. (See copy of newspaper clipping attached.)

The President's reception followed. This was held in the St. Louis Main Library, several blocks from the Auditorium. It was beyond my endurance to join the three or four thousand people who tried to get into a library similar to ours with flights of stairs and the temperature still at ninety degrees. I visited the library later in the week on a quiet unhurried morning. It seems to be about the same vintage as the San Francisco Public Library, perhaps older, with similar inconvenient space requirements. The director is held in high regard in national library circles, and the collection is also a notable one.

ALA meetings were held the balance of the week. Some of these I attended. One of special interest was titled, "Libraries, Labor and Service to the Aging" Donald P. Kent, Director of Office of the Aging, Department of Health, Education, and Welfare, Washington, presented a challenging view of a new type of service to the varying groups.

Several afternoons were spent with Mr. Holman, Mrs. Stopple, and Miss Morris interviewing prospective candidates for our library positions.

The "Friends of the Library" discussion meeting proved to be a lively one. In the questions that developed, it became evident that San Francisco is indeed fortunate to have such a large, enthusiastic, and promising group of "Friends."

The support needed by libraries from "Friends" was repeatedly stressed. It should be noted that California is forging ahead rapidly in forming a state-wide "Federation of Friends." This will be given some attention at the California Library Association meeting in Los Angeles in November.

The outgoing president of ALTA, George Coen of Ohio, gave a special breakfast for presidents of boards and for those who have served ALTA through the years. A newly designed pin was presented to some of us who have served in executive positions.

There were many social evening affairs. The Grolier Society gave a generous but crowded party as usual. The Newbery-Caldecott dinner which was held in the beautiful Chase- Park Hotel was the highlight of the week. I was the guest of the Little-Brown Publishing Company. The speakers, who were the award winners in the field of children's literature, added to a most delightful evening.

It was my privilege to accept for our library one of the 1964 awards from the Public Relations Council of the Library Administration Division to libraries submitting the best annual report. This was for our brochure, "Your Public Library," released during National Library Week in April. Due to a conflict in meetings, I was not able to attend the National Library Week meeting.

The Kennedy Exhibit of the late President's personal papers and other memorabilia opened during the week. As this will not come to the San Francisco Public Library, it provided an opportunity to see the display.

The added news reports will give in some detail several speeches. The Library Services and Construction Act has been signed by the President, but the money has not been allocated as the article states. This is pending and will probably not be acted upon until after the current Congressional recess.

I wish to express my sincere appreciation to the members of the San Francisco Public Library Commission for enabling me to participate in the Conference and Pre-Conference Institute. I hope that more Commissioners from San Francisco will find it possible to attend these meetings in the future.

Respectfully submitted,

/s/ Lucile V. Mohr

Representative from San Francisco
Public Library to the 1964 ALA Convention

PUBLISHERS' WEEKLY, JULY 13, 1964, VOLUME 186, NO. 2

CURRENTS

SUCCESSFUL PREMIERE

One of the high points of the recent American Library Association conference, St. Louis, was the presentation by the Children's Services Division of the new full-hour film, "The Lively Art of Picture Books." After the film was finished, the large audience sat silent for a few moments before bursting into enthusiastic applause. Commissioned by CSD, the film presents the work of 36 outstanding picture book artists and features three of them—Maurice Sendak, Barbara Cooney and Robert McCloskey—in interviews which bring out the artists' individual qualities. The producer of the film, Morton Schindel of Weston Woods Studios, Weston, Conn., and the writer and director, Joanna Foster Dougherty of *PW*, received warm congratulations for carrying out the aim of the film—to inspire an appreciation of children's book illustration. Arrangements for showing the film can be made with CSD, 50 E. Huron St., Chicago 11, or the studios (*PW*, June 1).

"The Lively Art of Picture Books" was filmed at the New York Public Library and in the Children's Room of the San Francisco Public Library.

al Aid Urged for Librarians acked in Book Disputes

al Support Is No nger Sufficient, mmittee Report

tellectual freedom com- f the American Library on recommended today chinery be set up to aid s who are attacked by objecting to certain he recommendation was the national ALA con- here.

oral support of intellec- dom which the ALA has the past through policy ts is not enough, the e said. Chairman of the e is Archie L. McNeal, an at the University of Fla., and a member of executive board.

eport cited one of the the ALA as urging avail- materials which reflect ts of view on important sial questions." The uld pledge the ALA's ate support of any li- whose position or liveli- jeopardized because he n a stand in defense" of to read.

present time," the re- "there is nothing the e can do in support of rian personally."

Aid Would Be Given

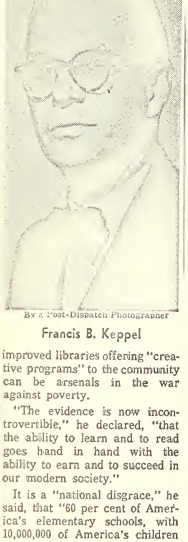
mmittee recommended assistance to librarians ack be provided by the he ALA. It further pro- t a "strong network of mittees on intellectual be established, and ers be found who would to give assistance on level.

mmittee proposes that tance program be fi- y part of the J. Morris orid Book-ALA Goals $25,000 annual grant ilable to the association ield Enterprises, Inc.

alternate proposal, the e requests that Goals nds be used to support conference on the prob- held in Washington in 965. Organizations with urposes, such as the Education Association, ican Civil Liberties Un- e American Book Pub- ouncil, would be asked

ls Against Poverty

g at the opening ses- conference yesterday, Keppel, United States ner of Education, s



By a Post-Dispatch Photographer

Francis B. Keppel

improved libraries offering "creative programs" to the community can be arsenals in the war against poverty.

"The evidence is now incontrovertible," he declared, "that the ability to learn and to read goes hand in hand with the ability to earn and to succeed in our modern society."

It is a "national disgrace," he said, that "60 per cent of America's elementary schools, with 10,000,000 of America's children have no school libraries whatsoever."

Keppel cited special library programs to aid functional illiterates and the underprivileged in Brooklyn, Boston, Minneapolis and New Haven, Conn., as examples of "libraries on the move" in the assault on poverty. Other communities have programs of this type and more are being planned, he said.

A second challenge facing the nation's libraries is the "information explosion," Keppel said.

Forsees Five-Fold Increase

"At the present growth rate," he said, "library holdings in the year 2000 will be five times what they are today."

Keppel told the librarians they must control the explosion through automation and other methods or a new breed of "information scientists" will replace those who cling to old ways.

Two recent congressional actions, the Library Services and Construction Act and the Higher Education Facilities Act, "could be the beginning of a renaissance in public library development," Keppel stated.

ST. LOUIS POST-DISPATCH

June 29, 1964

July 1, 1964

St. Louis Globe-Democrat

New U. S. Act Explained To Librarians Here

The new federal Library Services and Construction Act, which becomes effective Wednesday and provides $25,000,000 in federal funds for fiscal 1964, depends for its effectiveness on state cooperation, librarians meeting here were told Tuesday.

Lowell A. Martin of the Grolier Society, New York City, told a joint meeting of the American Association of State Libraries and the Public Library Association at the Sheraton-Jefferson Hotel that although the new act provides more than three times the $7,500,000 of the expiring Library Services Act of 1959, it is intended to serve four times as many people.

The Library Services and Construction Act amends the Library Services Act in its application to urban as well as rural areas, and in its provision for the construction of buildings to house libraries.

MATCHING FUNDS

Matching state funds must be pledged and a plan for library development must be submitted in order for a state to receive federal LSCA funds.

Mr. Martin said he hoped that the new act would provide the impetus for renewed effort at the local and state level, but that the federal aid will mean nothing if there is bad planning, lack of matching funds and lack of interest on the state level.

He pointed out that the old LSA, which undoubtedly resulted in improved library services for rural residents, actually widened the gulf between the good and the bad library systems in this country, because of the nonmonetary factors involved.

DATA 'EXPLOSIONS'

Mr. Martin emphasized that planning library buildings and services must be done with 1970, not 1965, in mind, lest the finished product be outdated by the time its is complete.

He cited the "explosions" of information, education and leisure time as reasons for the importance of planning ahead, and pointed out that by 1970 there will be 10,000,000 college students, twice the current number, in the United States.

25,000 BOOKS A YEAR

With regard to the information explosion, Mr. Martin said that libraraies are still acquiring 4000 to 5000 volumes a year, a standard established when 9000 volumes were being published annually, although there are now 25,000 volumes being published each year.

Paxton P. Price, director of the Library Services Branch of the United States Office of Education and a former Missouri State Libraries director, preceded Mr. Martin. Mr. Price gave an explanation of the new act and its provisions.

September 2, 1964

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, September 1, 1964, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Mohr.

On roll call the following were noted present: Commissioners Callanan, Graves, Malone and Mohr. Absent: Commissioners Bransten and Johnson.

It was moved by Commissioner Graves and seconded by Commissioner Malone that the minutes of the August meeting be approved as submitted. There being no objection, it was so ordered.

President Mohr welcomed guests in attendance including Mrs. Carl W. Stern, President of the Friends of the Library.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Commissioner Callanan reported for the Committee. He called the Commission's attention to the Library's monthly public relations activities report. The efforts which had been made to make the transition to self-charging of books as easy for library patrons as possible were noted by Commissioner Callanan.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Graves moved, Commissioner Malone seconded and the Commission by unanimous action approved the expenditure, in the amount of $74.70, made from the Fuhrman Bequest Fund during the month of August.

Chairman Graves called the Commission's attention to the Supplemental Budget Requests as submitted for consideration by the City Librarian. It was moved by Chairman Graves, seconded by Commissioner Malone and unanimously adopted that the following resolution be approved:

RESOLUTION #264

RESOLVED That the San Francisco Public Library Commission hereby approves the submission of Supplemental Budget Requests for the 1964-1965 fiscal year in the total amount of $127,150.00.

ADMINISTRATION AND PERSONNEL COMMITTEE

It was moved by Chairman Callanan, seconded by Commissioner Malone and unanimously adopted that the following resolution by approved:

RESOLUTION #261

(See first page following the minutes of this meeting.)

Chairman Callanan moved, Commissioner Malone seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #262

WHEREAS The San Francisco Public Library Commission takes this opportunity to

commend Mr. Victor Hellman, Senior Stationary Engineer, whose retirement became effective on August 31, 1964, after thirty-three years of faithful and devoted service, and

WHEREAS Mr. Hellman is highly respected and warmly regarded not only by those with whom he worked in the Library Department but also by those in other City agencies with whom he came in contact over the years, and

WHEREAS Such a long and creditable record of public service calls for recognition and grateful appreciation; now, therefore, be it

RESOLVED That the members of the Library Commission of the City and County of San Francisco take this opportunity on the occasion of his well-merited retirement to express to Victor Hellman sincere commendation and heartiest congratulations on the culmination of his honorable record of devoted public service; and be it

FURTHER RESOLVED That the Secretary of this Commission is hereby directed to spread this resolution upon the minutes of this meeting as a token of the high esteem and regard in which Mr. Hellman is held by the members of the Library Commission with the Commission's expressed wish that he may enjoy many years of happiness and success in his well-earned retirement.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

At the direction of Chairman Malone the Secretary reported on the progress made on branch and main library development and alteration projects since the August Commission meeting.

It was moved by Chairman Malone, seconded by Commissioner Graves and unanimously adopted that the gratitude of the Commission be extended to the Friends of the Library for their generous gift of the beautiful carpet for the Rare Book Room and for their continuing interest in the study of the Main Library building, and its extensive alteration or replacement.

Chairman Malone reported on the meeting of the Buildings, Development, Main Library Committee held Tuesday, August 18, 1964. He stressed that the Committee had devoted considerable time to studying the shortcomings of the present Main Library building and compared these deficiencies with the recommendations made by the survey team for a more functional structure to better serve the present and future needs of the citizens of San Francisco.

A meeting has been scheduled with Mayor Shelley on September 3 for the purpose of informing him of the Committee's efforts to date. Chairman Malone added that he expected to schedule another meeting of the Committee prior to the October meeting of the Commission.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. Specifications have been developed for the duplication of the card catalog. Funds for this project were approved in the 1964-1965 budget.

2. Nearly 1,000 children had enrolled in the Summer Reading Program. The conclusion of this year's highly successful program will be marked by an awards ceremony to be held at the Hilton Hotel on Sunday afternoon, September 20.

3. A meeting will be held soon with school officials for the purpose of clarifying the relationship between the public library and the schools, particularly the elementary schools, and to establish a more equitable arrangement for class visits to the branch libraries.

4. A conviction for malicious mischief was obtained in the case of a library user who was caught mutilating volumes of periodicals.

5. The self-charging book circulation system will next be placed in operation at the Visitacion Valley and Presidio branch libraries.

6. Mrs. Mary Moses has been appointed Acting Chief Librarian in charge of branches.

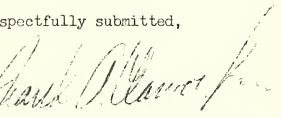
7. The Library is working with the appropriate officials and agencies to investigate thoroughly how the Library might participate in both the Anti-Poverty Program and also in the efforts to teach or improve certain basic skills of selected citizens who are now receiving welfare support.

8. State and Federal library legislation. Mr. Holman indicated that the Commission might wish to consider submitting an application for State aid during the current fiscal year.

President Mohr summarized additional provisions of the State aid bill for the benefit of the Commission. It was moved by Commissioner Malone, seconded by Commissioner Graves and unanimously adopted that the City Librarian be given the authority to submit a request for grant at the appropriate future time.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, October 6, 1964.

Respectfully submitted,



Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 261

September 1, 1964

RESOLVED that the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of August, 1964, be approved:

1422 Junior Clerk Typist	3602 Library Page PTAN
Keiko Takeshita	Valentina Avila
	Daniel Bastien
2714 Janitor	Eric Wayne Hedlund
	John David Hoag
Walter A. McDonald	Douglas James McCrea
	Lawrence Roger Olson
3630 Librarian	Raymond L. Panattoni
	Peter Michael Ruiz
Linda Blum	Donald George Schaffer
Shelley Lemon	John Edward Schumacher
Doris McDonald	Giuliana Spera
Deanna Yabitsu	Richard Taliaferro

AND FURTHER that the following resignations of non-Civil Service, part time and temporary positions be accepted:

2714 Janitor	Leo Dinneen
	Rosemarie P. Doering
Willie Hubert Mann	Marie J. Faraone
	Russell Wesley Gordier
	John Patrick Kelly
3630 Librarian	Michael John Kelly
	Lawrence Roger Olson
Barbara Vilott	Philip Gerald O'Rourke
Zelma Williams	Frank Palomares
	Catherine C. Porter
	Thomas Finn Severance
3602 Library Page PTAN	Dale Frederick Smith
	Michael Gordon Smith
Michael S. Borkon	Margaret Sullivan
Sue Ellen Case	

SAN FRANCISCO PUBLIC LIBRARY

October 7, 1964

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, October 6, 1964, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Mohr.

On roll call the following were noted present: Commissioners Callanan, Graves, Johnson, Malone and Mohr. Absent: Commissioner Bransten.

It was moved by Commissioner Graves and seconded by Commissioner Johnson that the minutes of the September meeting be approved as submitted. There being no objection, it was so ordered.

President Mohr welcomed guests in attendance, including representatives of the League of Women Voters and the Friends of the Library.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Commissioner Johnson reported for the Committee. She called the Commission's attention to the Library's monthly public relations activities report.

The formal dedicatory program for the Rare Books and Special Collections Department was reported. In response to the Commission's expression of gratitude to the Friends of the Library for their assistance and interest in establishing and furnishing the room, Mrs. Carl W. Stern, President of the Friends, stressed the role of the Library's staff in ensuring the creation of a department worthy of praise.

The City Librarian and Secretary were requested to extend the Commission's appreciation to those persons whose participation in the formal opening of the Rare Books and Special Collections Department made the program an outstanding success.

The Secretary was directed to express the Commission's gratitude for the gift of five Japanese childrens books, presented to the Library during the visit of "Miss Osaka" to San Francisco.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Graves moved, Commissioner Johnson seconded and the Commission by unanimous action approved the expenditure, in the amount of $225.00, made from the Fuhrman Bequest Fund during the month of September.

It was moved by Chairman Graves, seconded by Commissioner Callanan and unanimously adopted that the following resolution be approved:

RESOLUTION #265

RESOLVED That the San Francisco Public Library Commission hereby approves settlement of claim of Stuart T. Cooke, 1595 Clay Street, San Francisco, for injury which allegedly occured in front of the Main Library, Civic Center, on June 1, 1964. (Settlement based on recommendation of the City Attorney.)

BUILDING, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone reported the Committee meeting, held this date, with Mr. James

R. McCarthy, Director of Planning, in attendance.

It was moved by Chairman Malone, seconded by Commissioner Callanan and unanimously adopted that the proceedings of the Committee meeting be incorporated in and made a part of the minutes of this meeting.

Mr. McCarthy reviewed for the Commission the 1959 Civic Center Development Plan. The Plan proposed a pattern of utilization of buildings presently in being as well as the use of certain other parcels presently unimproved or which are to be acquired for the enlargement of the Civic Center complex.

The implications of bond issue proposals, the development of the rapid transit program and the possible redevelopment of certain areas south of Market Street were mentioned by Mr. McCarthy. He stressed that the 1959 Plan is now out of date and that the projected space requirements for many City and County offices and agencies have increased. At the time the Plan was prepared, for example, it had been assumed that the Main Library would remain at its present location, but would be enlarged to cover the entire block through to Hyde Street.

With respect to the use of the Marshall Square block, Mr. McCarthy indicated three possible choices:

1. Enlargement of convention facilities to tie in with Civic Auditorium and Brooks Hall;

2. Court House building;

3. New Main Library building.

The Director of Planning added that what appears to be most needed now and what the Civic Center Technical Committee will recommend is a new study of the total space requirements of all City and County agencies.

Chairman Malone suggested that meetings be held with the appropriate officials for the purpose of advancing the Library Department's needs for a new Main Library building. The Chairman also requested that an investigation be started with the view to determining San Francisco's qualifications to receive a portion of the funds which will be allocated to California under recently-enacted Federal legislation providing grants for library construction.

The Secretary was asked by Chairman Malone to report the following matters:

1. Western Addition Branch Library. The project architect has the final working plans in the hands of the mechanical and electrical and other appropriate engineers for checking.

2. Excelsior Branch Library. The Finance Committee of the Board of Supervisors tabled the matter of joint use of the Mission and Cotter Streets property by the Library and the Parking Authority. This clears the way for the Library to authorize the project architects, Appleton and Wolfard, to begin preliminary plans for this branch. A meeting on this subject was held with Mr. Wolfard on September 23, 1964.

3. Anna E. Waden Branch Library. The Real Estate Department has indicated that a negotiated purchase appears close at hand for the acquisition of the properties required for the branch.

4. The alteration work to prepare the first floor area, Main Library, for the

Science and Technology subject department is on schedule.

ADMINISTRATION AND PERSONNEL COMMITTEE

It was moved by Chairman Callanan, seconded by Commissioner Graves and unanimously adopted that the following resolution be approved:

RESOLUTION #267

(See first page following the minutes of this meeting.)

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. The formal dedication of the Rare Books and Special Collections Department was enhanced by the generosity of the Friends of the Library in making possible the printing of the beautiful brochure In Appreciation.

2. Meetings have been held with appropriate Board of Education officials with the objective of clarifying the areas of cooperation between school and library activities and programs.

3. A program has been submitted indicating the Library's desire to cooperate in the utilization and training of selected public welfare recipients.

4. Ten of the twenty-six branch libraries are now employing the self-charging book circulation control system.

5. An outstanding program was held at the Hilton Hotel on September 20 to mark the conclusion of the highly successful Summer Reading Program.

President Mohr asked Mrs. Carl W. Stern to report Friends of the Library programs and activities. Mrs. Stern expressed her delight at the success of the opening of the Rare Books and Special Collections Department. She added that the department should prove an attraction in seeking other notable gifts to the Library. The first annual Robert Frost Memorial Lecture will be co-sponsored by the Friends and the Poetry Center of San Francisco State College, and will be held in the Literature Department, Main Library, on the evening of October 28, Mrs. Stern announced.

It was moved by Commissioner Graves, seconded by Commissioner Malone and unanimously adopted that the following resolution be approved:

RESOLUTION #266

RESOLVED That six representatives of the San Francisco Public Library be permitted to attend as official delegates to the California Library Association Conference to be held at Los Angeles, California, November 2-7, 1964, at a cost to the City and County not to exceed $390.00.

President Mohr encouraged her fellow Commissioners to attend the C.L.A. Conference meetings if possible. She stressed that Friday, November 6, will be the day devoted particularly to meetings involving trustees, commissioners and Friends of the Library groups.

COMMUNICATIONS

From Mrs. J. Schneider, Recording Secretary, Glen Park Property Owners Association, re: expressing the Association's pleasure with the new Glen Park Branch Library and with the helpfulness of Mrs. Martha Fowler, branch librarian. (Acknowledge and file.)

From Mr. James R. McCarthy, Director of Planning, re: his acceptance of the Commission's invitation to attend a meeting of the Building, Development, Main Library Committee held this date. (Building, Development, Main Library Committee file.)

From Commodore Stockton School, re: expression of concern by sixth grade students that class visits to the Chinatown Branch Library had been curtailed. (Acknowledge, indicating meetings are being scheduled with school officials for the purpose of arranging class visits on a more equitable basis.)

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, November 10, 1964. (Regular meeting date, Tuesday, November 3, 1964, is a holiday -- General Election.)

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 267

October 6, 1964

RESOLVED that the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of September 1964 be approved:

1422 Junior Clerk Typist

Arletta Branchcomb
Thomas A. Colman, Jr.
Virginia Ann Favela
Johnnie Cleveland Hollis
Barbara Humbert
Daniel F. Silva

2714 Janitor

Houston Brown
Patrick J. Cooney

7334 Stationary Engineer

Robert A. Molitor

3602 Library Page, full time

Bobby Jacobs

3630 Librarian, part time

Irene Sheldon

3602 Library Page PTAN

William Clayton Albright
Craig Ramon Avila
James Edward Bealum
Kenneth Harry Boyd
John Thomas Brown
William M. Cheney
Robert Alfred Duncanson
Leonard Charles Hee
Lawrence Alan Keller
Michael John Lee
Susan Althea Mincks
Robert Francis Montevaldo
Alice Muller
Victor Ohashi
Joe Anthony Pucillo
John Gerald Reardon
Carol Richardson
Gerald Peter Richman
Victor Leonard Turks
Arlene Clare Unamun
Bruce Wy Wong
Leary Bennett Wong

AND FURTHER that the following resignations of non-Civil Service, part time and temporary positions be accepted:

1424 Clerk Typist

Linda Ann Ramey

1422 Junior Clerk Typist

Kevin Gregg
Ellen Hantzsche
Keiko Takeshita

1402 Junior Clerk

James Edward Bealum

2714 Janitor

Walter A. McDonald

7334 Stationary Engineer

Robert A. Molitor

3630 Librarian

Harold Githens
Simmie Romero

3610 Library Assistant

George Washington Dillon

3602 Library Page PTAN

Gregg John Bender
Arcadio Carrillo

November 12, 1964

Proceedings of the postponed regular meeting of the San Francisco Public Library Commission held Tuesday, November 10, 1964, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Mohr.

On roll call the following were noted present: Commissioners Callanan, Lisle, Malone and Mohr. Absent: Commissioners Bransten, Graves and Johnson.

It was moved by Commissioner Callanan and seconded by Commissioner Lisle that the minutes of the October meeting be approved as submitted. There being no objection, it was so ordered.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Commissioner Callanan reported for the Committee. He moved, Commissioner Malone seconded and the Commission by unanimous action voted to accept the Library's public relations activities report for the month of October.

President Mohr commended Mr. David Belch, Library Public Information Officer, and the committee who had developed the Staff Manual for the Department. The President stated that it was the best publication of its type she had ever seen.

Other publications including book lists and information materials produced during the past year by the San Francisco Public Library were praised by delegates to the California Library Association Conference, President Mohr reported.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Commissioner Malone, seconded by Commissioner Lisle and unanimously adopted that the expenditures, in the amount of $226.35, made from the Fuhrman Bequest Fund during the month of October be approved.

Commissioner Malone moved, Commissioner Lisle seconded and the Commission by unanimous action approved the Library Department's financial statement for the quarter ending September 30, 1964. (See first page following the minutes of this meeting.)

It was moved by Commissioner Malone, seconded by Commissioner Lisle and unanimously adopted that the following resolution be approved:

RESOLUTION #268

RESOLVED That the San Francisco Public Library Commission hereby approves the submission of Supplemental Budget Requests for the 1964-65 fiscal year in the total amount of $78,899.00.

Commissioner Callanan moved, Commissioner Malone seconded and the Commission by unanimous action adopted the following resolution:

RESOLUTION #270

RESOLVED That the San Francisco Public Library Commission hereby approves the

claim of Bernard Moran, Foreman Janitor, in the amount of $18.72 for damage to personal clothing sustained in the line of duty.

It was moved by Commissioner Callanan, seconded by Commissioner Malone and unanimously adopted that the following resolution be approved:

RESOLUTION # 271

RESOLVED That the San Francisco Public Library Commission hereby approves the claim of Hugo Hawkins, Library Page, in the amount of $14.98 for damage to personal clothing sustained in the line of duty.

Commissioner Lisle moved, Commissioner Malone seconded and the Commission by unanimous action adopted the following resolution:

RESOLUTION #272

RESOLVED That the San Francisco Public Library Commission hereby approves the attendance of Mrs. Avis Stopple, Chief of the Main Library, at the seminar, "Libraries and the Law", held at the University of California, October 16-18, 1964, at a cost to the City of $5.00.

BUILDING, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone reported the following matters:

1. Western Addition Branch Library. The project architect has informed the Secretary that the necessary engineering work on the final plans has been virtually completed. The plans will be filed for review by the Bureau of Architecture, Department of Public Works, within the next month.

2. Excelsior Branch Library. The project architect met with Mr. Holman, Mr. Martelle, Mr. Clarvoe and Mrs. Mary Moses, Chief of Branches, on September 23 for the purpose of discussing preliminary design concepts for the branch. Various design alternatives are being developed by the project architect now, and another meeting will be held with him soon.

3. Anna E. Waden Branch Library. The Real Estate Department has experienced some difficulty in arranging for the negotiated purchase of one of the three parcels required for this project. The owner's attorney has asked for additional time for his client to study the City's offer. The Real Estate Department has granted another two weeks extension, but will file the eminent domain action if agreement is not reached at the end of this period.

4. Science and Technology Department, Main Library. Only the flooring work now remains to be accomplished. Painting of the room was completed yesterday. We should be able to start moving furniture and books into the room about December 1.

Chairman Malone stated that he expects to schedule a Committee meeting soon after first reviewing the Library Department's needs for a new Main Library building with the appropriate City officials.

ADMINISTRATION AND PERSONNEL COMMITTEE

It was moved by Chairman Callanan, seconded by Commissioner Lisle and unanimously adopted that the following resolution be approved:

RESOLUTION #269

(See second page following the minutes of this meeting.)

Chairman Callanan reported that Commissioner John Riordan, member of the Public Welfare Commission, had expressed his pleasure about the Library's co-operation in advancing proposals for the utilization of welfare recipients under the Community Work and Training Program. Mr. Holman indicated that the Library is presently awaiting the assignment of personnel from Public Welfare to begin the program.

President Mohr reported her attendance at the annual California Library Association Conference. She stated that the programs were particularly good this year and commended C.L.A. for its forthright position in encouraging libraries to ensure "ready access to information and ideas". The quality of the exhibits and the large number of the San Francisco Public Library's staff in attendance at the Conference were reported by President Mohr. She also discussed State and Federal aid to libraries and the experiences of other jurisdictions in recent bond issue campaigns.

FRIENDS OF THE LIBRARY REPORT

Mrs. Carl W. Stern, President of the Friends, reported how pleased the State Department Reception Center is with the treatment accorded visiting librarians by the administration and staff of the San Francisco Public Library. Mrs. Stern, stressing the importance of the growth of the Friends membership, expressed the hope that all Commissioners would plan to join the organization.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. Considerable effort and time had gone into the preparation of the Staff Manual, and he was quite pleased with the final product.

2. Approximately 250,000 volumes will be moved as a part of the stack re-organization program and the opening of additional subject departments.

3. Thirteen branch libraries are now on the self-charging circulation system.

4. The Robert Frost Memorial Lecture co-sponsored by the Friends of the Library and the Poetry Center of San Francisco State College, was excellent. Unfortunately, the audience was small due to rain and scant publicity.

5. It now appears that the owners of the property housing the Business Branch Library may consider an additional lease term beyond the original one year plus two one year options. However, the committee of business men will continue to assist the Library in its quest for larger quarters for the future.

At the conclusion of this, her first meeting, Commissioner Lisle was formally welcomed to the Board by President Mohr, who stressed that the content of the meeting would give the new Commissioner an idea of the wide scope of matters which the Commission is called upon to consider.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, December 1, 1964.

Respectfully submitted:

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

FINANCIAL COMMITTEE REPORT

QUARTER ENDING SEPTEMBER 30, 1964

REVOLVING FUND $ 2,000.00

RECEIPTS FOR JULY, AUGUST AND SEPTEMBER, 1964:

Fines	$21,636.15
Books Paid	3,754.26
Reserve Postals Sold	950.19
Miscellaneous Income	1,414.70
TOTAL RECEIPTS	$ 27,755.30

	BUDGET 1964-65	EXPENDED QUARTER END.9/30/64	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,641,815.00	$376,256.02	$376,256.02	$1,265,558.98
Overtime Salaries	1,000.00	352.21	352.21	647.79
Temporary Salaries	5,500.00	3,416.74	3,416.74	2,083.26
Wages	259,011.00	68,561.52	68,561.52	190,449.48
Contractual Services	189,450.00	88,822.17	88,822.17	100,627.83
Binding	45,000.00	21,224.32	21,224.32	23,775.68
Maint.& Repair of Auto	1,361.00	493.86	493.86	867.14
Maint.& " Office Equip.	3,700.00	1,787.06	1,787.06	1,912.94
Reproduction Service	400.00	26.98	26.98	373.02
Telephone/Telegraph	11,848.00	5,206.93	5,206.93	6,641.07
Scavenger Service	1,965.00	491.13	491.13	1,473.87
Window Cleaning Service	5,500.00	3,131.00	3,131.00	2,369.00
Rental of Xerox	2,400.00	1,656.00	1,656.00	744.00
Pest Control Service	300.00	250.00	250.00	50.00
Material & Supplies	56,390.00	18,092.53	18,092.53	38,297.47
Gasoline & Lubricants	1,500.00	344.72	344.72	1,155.28
Drygoods	250.00	176.91	176.91	73.09
Books/Library Material	381,150.00	146,101.93	146,101.93	235,048.07
Equipment	36,907.00	4,030.81	4,030.81	32,876.19
Compensation Insurance	903.00	89.97	89.97	813.03
Retirement Allowance	103,597.00	25,899.00	25,899.00	77,698.00
Social Security Tax	35,148.00	8,787.00	8,787.00	26,361.00
Health Service	14,963.00	3,742.00	3,742.00	11,226.00
Rental of Branches	33,480.00	8,715.00	8,715.00	24,840.00
Fidelity Insurance	71.00			71.00
General Insurance	923.00	134.73	134.73	788.27
Membership Dues	1,139.00	64.00	64.00	1,075.00
Services of Other Dept.	20,428.00	5,107.00	5,107.00	15,321.00
Heat, Light & Power	43,220.00	10,222.52	10,222.52	32,997.48
TOTAL	$2,899,324.00	$803,109.06	$803,109.06	$2,096,214.94

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$ 78,580.00
Reconstruction and Replacement		7,510.00
TOTAL APPROPRIATED		$ 86,090.00

RESOLUTION NO. 269

November 1, 1964

RESOLVED that the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of October 1964 be approved:

1422 Junior Clerk Typist

Jerry Bishop
Joyce Dinslage
Charlene Adele Klinker
Shirley Ann Perry
Madeleine June Leong
Alice Grace Tourreuil

1424 Clerk Typist

Margaret E. Suiter

2714 Janitor

Arthur L. Cooper

3630 Librarian

Khachadoorian, Elizabeth

3602 Library Page, full time

Clinton Robert Arndt

3602 Library Page PTAN

William Genley Anderson
Donald Leroy Baker
Thomas Edwin Beck
Wharton Brown, Jr.
Robert Thomas De Lucchi
Allan Joseph Dunbar
Thomas Charles Geruhty
Dan Wells Miller
Frederick C. Neubert
Kenneth Norris
Dennis Richard Pollack
Donald St. John
Michael Thomas Uland

AND FURTHER that the following resignations of non-Civil Service, part time and temporary positions be accepted:

1422 Junior Clerk Typist

Alice Grace Tourreuil

3630 Librarian

E. Neal Mc Gettigan

2714 Janitor

Arthur L. Cooper

3602 Library Page PTAN

Thomas C. Aspell
Christian Gerald Bechtle
James Calloway
Bernard Joseph Feldman
Dwight Joseph
Charles Holloway, Jr.
Dennis Leong
William Logman
Douglas McCrea
Arthur L. Phillips
Walter J. Phillips
Quincy D. Simms
Arlene Clare Unamun
Renee Evelyn Vinnett
Robert Zingmark

SAN FRANCISCO PUBLIC LIBRARY

December 2, 1964

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, December 1, 1964, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Mohr.

On roll call the following were noted present: Commissioners Bransten, Callanan, Malone and Mohr. Absent: Commissioners Graves, Johnson and Lisle.

It was duly moved and seconded that the minutes of the November meeting be approved as submitted. There being no objection, it was so ordered.

President Mohr introduced Mr. Edward Heavey, attorney and former Library Commissioner, who addressed the meeting. Mr. Heavey voiced his objections to the exhibit which had been placed in the windows of the Business Branch Library by the American Friends Service Committee.

Mr. Heavey was informed by the City Librarian that display space has been made available to a number of organizations. A logical extension of the Library's book selection policy indicates the desirability of presenting varying points of view in exhibits as well as in books and other materials, Mr. Holman added.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

The attention of the Commission was directed to the Department's monthly public relations activities report, prepared by Mr. David Belch, Public Information Officer.

ADMINISTRATION AND PERSONNEL COMMITTEE

It was moved by Chairman Callanan, seconded by Commissioner Malone and unanimously adopted that the following resolution be approved:

RESOLUTION #273

(See first page following the minutes of this meeting.)

Chairman Callanan moved and Commissioner Malone seconded that the Commission approve the recommendation of the City Librarian that in observance of the Christmas and New Years holidays the libraries be closed at 5:00 P.M. on December 24 and December 31, and remain closed on Saturday, December 26, and Saturday, January 2, 1965. There being no objection, it was so ordered.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

President Mohr commented on her review of the final plans for the Western Addition Branch Library. She indicated her favorable opinion of the changes which had been made in some of the design details, and requested that a report on the scheduling of approvals required by the City Planning and Art Commissions be available for the January Commission meeting.

The Secretary reported that the Real Estate Department expects to file suits under eminent domain to secure the properties required for the Anna E. Waden Branch Library.

Mr. Holman detailed for the Commission the reasons for requesting an increase in the size of the permanent Excelsior Branch Library building. Originally contemplated as a 5,500 to 6.000 sq. ft. building. this extension should, instead, be planned as a 9,000 to 9,500 sq. ft. structure, the City Librarian recommended. Additional funds, in the amount of $82,500 to permit this enlargement will be requested in the Library's 1965-66 Capital Improvement Program. The project architect will be able to develop preliminary plans for the branch now, however, and will not have to wait until the approval of the Capital Improvement Program.

The contractor has virtually completed alteration work to the area which will quarter the Science and Technology Department, the Secretary reported. Shelving and other furniture items are being installed.

Chairman Malone reported that he expected to schedule a meeting for himself, Commissioner Graves and Mr. Holman with Mrs. Thomas Mellon, Chief Administrative Officer, during the week of December 7 for the purpose of discussing the scheduling of a bond issue proposal for the Main Library and the possible alternative uses to which the present building might be put.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Commissioner Malone, seconded by Commissioner Callanan and unanimously adopted that the expenditure, in the amount of $196.00, made from the Fuhrman Bequest Fund during the month of November be approved.

FRIENDS OF THE LIBRARY REPORT

Mrs. Carl W. Stern, President of the Friends, reported the following matters:

1. The membership of the Friends continues to increase with a wide "grass roots" base of support.

2. Efforts are continuing to inform both the general public and appropriate City officials of the Library's continuing need for greater financial support.

3. The Friends are underwriting the cost of evaluations, for tax purposes, of rare or valuable items donated to the Library.

Mrs. Stern requested that a monthly compilation be made of new acquisitions for the Rare Books and Special Collections Department.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. The first two people referred from the Public Welfare Department are proving to be capable workers. It is expected that additional referrals will be made soon.

2. Meetings are continuing with school officials and an informational booklet has been published by the Library in efforts to improve the levels of coordination and understanding between the schools and the Library.

In response to a question by Commissioner Malone Mr. Holman stated that the degree of success in the use of drops or depositories for returned books has varied greatly from library to library. He and the Secretary cited the difficulties which the San Francisco Public Library had experienced with book drops which had been

installed at several branch buildings. As a result of these problems the depositories had been sealed and are no longer in use.

COMMUNICATIONS

From Robert B. Stevens, President, Potrero Hill Residents and Homeowners Council, re: the unanimous action of the Council in commending Mrs. Alice Thomas ..."for her creative and competent management of the Potrero Branch Library." File.

From The Honorable Arthur S. Becker, Chairman, Parking Authority, City and County of San Francisco, re: expressing the gratitude of the Parking Authority for the cooperation extended by the Library's staff in providing equipment for the dedicatory program incidental to the opening of the Noe Valley Parking Plaza. File.

President Mohr announced that the election of Commission officers for the 1965 term would be held at the January Commission meeting.

There being no further business to come before the Commission the meeting was declared adjourned to 3:30 P.M. Tuesday, January 5, 1965.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 273

December 1, 1964

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November 1964 be approved:

1422 Junior Clerk Typist

John Robert Ballard
Lois Sharon Sadler

3602 Library Page, full time

Johnnie Cleveland Hollis, Jr.

3630 Librarian

John G. Fetros
Glenda Louise Todd

3602 Library Page PTAN

Lawrence Cook
Michael Leo Flaherty
William W. Graff
Gerald E. Gray
Ronald David Hough
David Craig Johnson
John Patrick Kelly
Silvio Anthony Poggi
Joan Ann Pugh
Alfred J. Rivas

AND FURTHER that the following resignations of non-Civil Service, part time and temporary positions be accepted:

1424 Clerk Typist

Marie Claire Berglund
Betty A. Joyce

1422 Junior Clerk Typist

Thomas A. Colman
Johnnie Cleveland Hollis, Jr.
Charlene Adele Klinker
Lois Sharon Sadler
Daniel Francis Silva

3602 Library Page, full time

George Patton Colbert
James Waterfield

3602 Library Page PTAN

Joseph A. Akers
Gary Thomas Andrews
Valentina Avila
Katherine Anne Griffin
Victor Ohashi
Louis Cepeda Paulino
Dennis Richard Poliack
Catherine Anne Scollin
Elliott Wu

SAN FRANCISCO PUBLIC LIBRARY

January 22, 1965

Proceedings of the postponed regular meeting of the San Francisco Public Library Commission held Thursday, January 21, 1965, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:20 P.M. by President Mohr.

On roll call the following were noted present: Commissioners Bransten, Callanan, Graves, Johnson, Lisle, Malone and Mohr.

It was moved by Commissioner Callanan and seconded by Commissioner Graves that the minutes of the December meeting be approved as submitted. There being no objection, it was so ordered.

Commissioner Malone moved, Commissioner Callanan seconded and the Commission by unanimous action voted to postpone the election of Commission officers to the meeting of February 2, 1965.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Chairman Johnson called the attention of the Commission to the Department's monthly public relations activities report, prepared by Mr. David Belch, Public Information Officer. Mr. Holman was commended by the Chairman for his talk before the League of Women Voters meeting on January 20. The City Librarian had stressed the need for a new, functional Main Library building.

ADMINISTRATION AND PERSONNEL COMMITTEE

It was moved by Chairman Callanan, seconded by Commissioner Johnson and unanimously adopted that the following resolution be approved:

RESOLUTION #277

(See first page following the minutes of this meeting.)

BUILDING, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone reported the Committee meeting held this date for the purpose of discussing the future introduction of a bond issue proposal for a new Main Library building. The following points were discussed in some detail:

1. The feasibility of extensively modernizing and enlarging the existing building versus the construction of a new building.

2. The availability of an appropriate site for a new structure.

3. Timing of the bond issue -- at which election should the proposal be placed on the ballot?

4. The contributions of time and effort by the Commission, the Friends of the Library and the Library staff to maximize the possibility that the bond issue would be favorably considered by the electorate.

5. The relationship between the size of the Main Library and the level of

service it should provide as the most important element of the entire library system.

6. The possible availability of State or Federal funds to augment bond issue funds.

The Commission will seek a meeting with Mayor Shelley during the week of January 25 for the purpose of discussing the pointsindicated above with him, Chairman Malone stated.

The Chairman requested that the Secretary report the progress on the following matters:

1. Western Addition Branch Library. The final plans and specifications have been prepared and the project architect expects to present these for the consideration of the Art and City Planning Commissions in early February.

2. Excelsior Branch Library. The project architect is developing several design alternatives for the new permanent branch building in the Excelsior District.

3. Anna E. Waden Branch Library. The owner of two of the parcels required for this branch in the Bayview District has indicated to the Real Estate Department that it is her present intention to sell her property at the price offered by the City. The owners of the third parcel have indicated their intention to contest the eminent domain action filed on their property by the City and County.

4. The alteration work has been completed in the area to be occupied by the Science and Technology Department, Main Library. Books are being shelved, and it is anticipated that this department will be opened to the public on or about February 1.

It was moved by Chairman Malone, seconded by Commissioner Graves and unanimously adopted that the above report be accepted.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Graves, seconded by Commissioner Lisle and unanimously adopted that the expenditures, in the amount of $250.00, made from the Fuhrman Bequest Fund during the month of December be approved.

Chairman Graves moved, Commissioner Malone seconded and the Commission by unanimous action voted to approve the Department's quarterly financial statement for the period ending December 31, 1964. (See second page following minutes.)

It was moved by Chairman Graves, seconded by Commissioner Callanan and unanimously adopted that the following resolution be approved:

RESOLUTION #275

RESOLVED That the Library Commission hereby approves a transfer of $20,000 from the Contractual Services appropriation to the Equipment Appropriation.

(The 1964-65 budget contained $82,000 for microfilming the book catalog; however, the low bid for this project was $52,996.00. The transfer of $20,000 will permit the Library to purchase the necessary card catalog tray units to accommodate the new cards in each subject department after the microfilming project is completed.)

Following discussion on several sections of the proposed 1965-66 Library Department operating budget, it was moved by Chairman Graves, seconded by Commissioner Lisle and unanimously adopted that the budget recommendations, as presented to the Commission, be approved.

President Mohr reported on the provisions of Resolution No. 8533-1965-S, Art Commission, a "Proposed Amendment to the Administrative Code by Ordinance of the Board of Supervisors", which, if enacted, would . . . "provide that future appropriations for building construction shall include a minimum of two per cent of the estimated gross project cost for the specific purposes of enhancing and beautifying the construction project with works of art and for approvals by the Art Commission."

President Mohr stated that the Ordinance would affect the Library's construction projects and hence she wished to bring it to the Commission's attention.

It was moved by Commissioner Bransten, seconded by Commissioner Malone and unanimously adopted that copies of the charts displayed by the City Librarian, depicting work forces, per capita support and other statistics relating to the comparisons between the San Francisco Public Library and other library systems, be made available to all Commissioners.

CITY LIBRARIAN'S REPORT

Mr. Holman distributed copies of a pamphlet: Human Rights -- a list of Books for Boys and Girls, distributed by permission of the Detroit Public Library and reprinted by the San Francisco Public Library.

It was moved by Commissioner Graves, seconded by Commissioner Lisle and unanimously adopted that changes in the schedule of fees charged to patrons be adopted, as follows:

1. Non-resident library card: increase from $4.00 to $5.00 per year.

2. Visitor deposit card: increase from $5.00 to $10.00 deposit to cover three books borrowed at one time.

3. Fines on adult materials. Change to 5¢ per day all adult books, magazines and records. This changes the categories from books and magazines to adult materials and juvenile materials. It represents a raise for magazine fines. No change in maximum fine.

4. Fines on juvenile materials: change to 2¢ per day for all juvenile books and magazines.

5. Music: increase from 3¢ to 5¢ per day on sheet music, miniature scores and chamber music.

6. Orchestral scores: increase from 5¢ to 25¢ per day -- the maximum fine from $3.00 per set to $10.00.

7. Price scale for lost books in case retail price cannot be determined. The averages are based on the Publishers Weekly annual survey, 1963.

Adult non-fiction	#100, 200, 400, 800 (Philosophy, religion, language, literature)	$5.00

300, 900 (Social Science and History)	$7.00
500-600 (Science & Technology)	9.00
700 (Art)	6.50
Adult Fiction	5.00
Juvenile fiction, non-fiction, picture stories	3.00
Juvenile Readers	1.50

FRIENDS OF THE LIBRARY REPORT

Mrs. Carl W. Stern, President of the Friends of the Library, reported the following matters:

1. The Executive Committee of the Friends had approved a gift of $5,000 to assist the Library in the acquisition of the collection of Robert Grabhorn.

2. A donation of $1,000 had been made to the Friends of the Library by a woman who had been particularly impressed by the publications of the Library.

3. The Friends are continuing to seek large collections of books for the Library, but are also interested in receiving rare or special items on an individual basis as well.

Commissioner Callanan reminded the Commission of the well-deserved honor accorded Mrs. Stern in receiving the "Distinguished Woman of 1964 Award".

COMMUNICATIONS

From Mr. Nat Yanish, President, Midtown Terrace Homeowners Assoc., Inc., re: request of the Committee for a Twin Peaks Branch Library that a new branch extension be constructed in the Twin Peaks area. Acknowledge, advising Mr. Yanish that his group could appear before the Commission to present their arguments. BUILDING, DEVELOPMENT, MAIN LIBRARY COMMITTEE.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, February 2, 1965.

Respectfully submitted,

Frank A. Clarvoe Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

OSWELL
OOKBINDING
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